



HEATING & COOLING, INC.

Application for Employment

FOUR SEASONS HEATING & COOLING INC

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Cell Phone _____

Driver's License _____ Driver's License State _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?

(You may be required to provide documentation.) Yes No

Are you at least 18 years of age? Yes No

Have you ever been convicted of a criminal offense; including misdemeanor or felony offenses? *

Yes No If yes, please describe conditions. _____

*Please exclude any annulled, sealed, eradicated, expunged, erased, pardoned, impounded, discharged or dismissed convictions or adjudications, as well as any parking offenses.

NOTE: conviction of a crime is not necessarily an automatic bar to employment. Instead, relevant factors will be considered, such as: (1) the nature and gravity of the conviction; (2) the possible relationship of the criminal behavior to the job sought; (3) the number of convictions; (4) the recentness of the convictions; and (5) evidence that the individual has been rehabilitated.

Employment Desired

Position applied for : HVAC Technician HVAC Installer Both

How did you hear of this opening? _____

Have you ever applied for employment here? Yes No When? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Are you available for full-time work? Yes No

Date you can start _____

Desired starting salary _____

Please list applicable skills _____

Education

School Name and Location	Year	Major / Degree
High School _____	_____	_____
College _____	_____	_____
College _____	_____	_____
Post-College _____	_____	_____
Other Training _____	_____	_____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Please list any scholastic honors received and offices held in school.

Are you planning to continue your studies? Yes No

If yes, where and what courses of study?

Employment History (Start with most recent employer) **SKIP if provided on resume**

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

References (skip if included on resume)

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____

Occupation _____ Relationship _____

Name _____ Phone _____ Years Known _____
Address _____
Occupation _____ Relationship _____

Name _____ Phone _____ Years Known _____
Address _____
Occupation _____ Relationship _____

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing:

I certify that all information provided by me on this application (and resume or other supplementary materials) is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. By signing below, I authorize **Four Seasons Heating and Cooling Inc.** to investigate all statements contained in this application as they may deem necessary in arriving at an employment decision.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents that are required.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

I have read, understand, and agree with the above.

Signature _____ Date _____