

# Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you authorized to work in the U.S.?    Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever worked for this company?    Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when?					
Were you referred to this company by a current or former employee?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who?					
How did you hear about our company?					

EDUCATION				
High School		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

REFERENCES <i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT – LAST SEVEN YEARS (LIST MOST RECENT FIRST)				
Most Recent Company			Phone	
Address			Supervisor	
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Company			Phone	
Address			Supervisor	
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Company			Phone	
Address			Supervisor	
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>				

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

EMPLOYMENT INFORMATION				
When are you available to start work?				
Desired Employment Type	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Desired Salary (Per Hour)	
What is your ideal position and work schedule?				
What are your long-term career goals?				
Are you available to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you available to work weekends? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Do you have a valid driver's license? Yes ☐ No ☐ If yes, please provide license number and state:

Will you be able to perform the essential job functions for the position you are applying, either with or without reasonable accommodations? Yes ☐ No ☐

**BACKGROUND DATA**

Our company may conduct a criminal records investigation. A conviction on your record may not necessarily bar you from employment with our company.

Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, explain

Are you currently out on bail or released on your own recognizance pending trial? Yes ☐ No ☐ If yes, explain

**KNOWLEDGE AND SKILLS**

Please rate your skills and knowledge from 1-3 in each of the following areas: (1 is no experience and 3 is expert – not all areas may apply)

Air Conditioning – Commercial		Air Conditioning – Residential	
Refrigeration		Commercial Kitchen Repair	
Heating		Electrical	
Energy Management Systems		Preventative Maintenance	
Dispatch		Bidding/Cost Estimation (HVAC)	
Electronic Dispatch Software		Sales	

Certifications and Licenses:

List equipment brands you are familiar working on:

List your three top areas of expertise (e.g., refrigeration, commercial HVAC, chillers, etc):

List any computer or dispatch software you are familiar with:

Have you ever worked with or used electronic handheld devices to invoice customers and track equipment? Yes ☐ No ☐

## ADDITIONAL INFORMATION, DISCLAIMER AND SIGNATURE

### **Persons with Disabilities/Vietnam Veterans, Disabled Veterans and Other Covered Veterans**

The Americans with Disabilities Act (ADA) and Section 503 of the Rehabilitation Act of 1973 prohibit employment discrimination against qualified individuals with disabilities. Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Veterans Employment Opportunity Act of 1998, eliminates barriers of employment for veterans. Our companies willingly comply with these laws.

### **Application Information**

**Please read the following statements and ask for clarification, if needed, before you sign this application.** Applicants will be considered regardless of race, color, religion, gender, national origin, citizenship status, sexual orientation, age, marital status, veteran status, or the presence of a medical condition or disability.

I certify that my answers are true and complete to the best of my knowledge. Further, I understand that if hired, I agree to abide by all company policies and procedures, as outlined in the company handbook.

If this application leads to employment, I further understand that false or misleading information in my application or interview may result in my release, regardless of how or when it was discovered. I authorize Woodlands Mechanical Group, LLC, and/or its subsidiaries to investigate and verify all statements and information contained in this application and during my interview (if applicable). I release all liability from anyone supplying such information, as well as Woodlands Mechanical Group, LLC, and its subsidiaries from any and all liability that might result from conducting an investigation.

### **If hired, I further understand that:**

My employment would be at will, and that I could be terminated at any time, with or without cause or notice at the option of the employer or myself. This employment application will become part of the terms and conditions of employment.

Signature

Date