BEST HEATING & AIR CONDITIONING CO DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYMENT APPLICATION PLEASE PRINT

NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS (STREET)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APARTMENT #\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES YES \_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_

(PROOF OF ELIGIBILITY OF EMPLOYMENT WILL BE REQUIRED AS A CONDITION OF EMPLOYMENT)

WERE YOU BORN IN THE UNITED STATES? \_\_\_\_YES \_\_\_\_NO WHERE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_YES \_\_\_\_\_\_NO IF SO, PLEASE EXPLAIN.

DRIVERS LICENSE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU HAVE ANY POINTS IN ANY STATE? \_\_\_\_\_ YES \_\_\_\_\_\_NO IF SO HOW MANY?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU ANY DUI OR DWI CONVICTIONS (PRIOR OR PRESENT) \_\_\_\_\_YES \_\_\_\_\_\_NO IF SO, PLEASE EXPLAIN

HAVE YOU EVER BEEN TESTED FOR DRUGS AND FAILED? \_\_\_\_\_ YES, \_\_\_\_\_NO - IF YES, PLEASE EXPLAIN

***EDUCATION***

HIGH SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_\_\_\_\_\_\_YEAR \_\_\_\_\_\_

COLLEGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DID YOU GRADUATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEAR \_\_\_\_\_\_\_\_\_\_\_\_\_

TECHINICAL SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DID YOU GRADUATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEAR \_\_\_\_\_\_\_\_\_\_\_\_

REFERENCES:

1. NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 RELATIONSHIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEARS ACQUAINTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***EMPLOYMENT HISTORY***

PLEASE LIST YOUR EMPLOYERS FOR THE PAST 5 YEARS;

1. COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY & STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EMPLOYMENT START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENDING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEEKLY OR HOURLY PAY RATE \_\_\_\_\_\_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY & STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EMPLOYMENT START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENDING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEEKLY OR HOURLY PAY RATE \_\_\_\_\_\_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY & STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EMPLOYMENT START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENDING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEEKLY OR HOURLY PAY RATE \_\_\_\_\_\_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF YOU NEED MORE SPACE, PLEASE WRITE ON A BLANK SHEET OF PAPER.

***CERTIFICATION AND AUTHORIZATION: PLEASE READ CAREFULLY BEFORE SIGNING.***

 I UNDERSTAND THAT THE COMPLETION OF THIS APPLICATION DOES NOT INDICATE THAT THERE ARE ANY POSITIONS OPEN AND DOES NOT IN ANY WAY ABLICATE BEST HEATING & AIR CONDITIONING CO. TO HIRE ME OR OFFER ME A JOB.

PERMISSION IS HEREBY GRANTED TO ANY SCHOOL, PERSON, FIRM, COMPANY, OR CORPORATION WHETHER MY FORMER EMPLOYER OR OTHERWISE TO GIVE THIS COMPANY ANY RELEVANT INFORMATIONTHAT MAY ABE REQUIRED TO ARRIVE AT AN EMPLOYMENT DECISION. I HEREBY RELEASE THIS COMPANY, ITS OFFICERS, EMPLOYEES, REPRESENTATIVES OR AGENTS FROM ANY LIABILITY AND/OR DAMAGES INCURRED BY MYSELF IN OBTAINING SUCH INFORMATION.

I UNDERSTAND THAT AS A MATTER OF COMPANY POLICY, MY EMPLOYMENT AND COMPENSATION SHALL CONTINUE SO LONG AS MUTUALLY AGREEABLE, AND MAY BE TERMINATED BY THE COMPANY OR ME WITHOUT CAUSE OF NOTICE. NO POLICY OR STATEMENT BY ANY COMPANY REPRESENTATIVE (OTHER THAN FORMAL EMPLOYMENT AGREEMENT SIGNED BY AN OFFICER OF THE CORPORATION) US TO BE CONSIDERED A CONTRACT OF EMPLOYMENT, WHETHER EXPRESSED OR IMPLIED, FOR ANY SPECIFIC PERIOD OF TIME OR UPON ANY CONTINUING TERM.

THE COMPANY RESERVES THE RIGHT TO USE ANY METHOD OF INVESTIGATION WHICH, IN ITS SOLE DISCRETION, IT DEEMS REASONABLE AND NECESSARY TO DETERMINE WETHER ANY EMPLOYEE ENGAGED IN CONDUCT WARRANTING DISCIPLINARY ACTION. AS A CONDITION OF EMPLOYMENT, IF HIRED, I AGREE TO COOPERATE IN ANY SUCH INVESTIGATION.

 AS A CONDITION OF MY EMPLOYMENT, I VOLUNTARILY AGREE TO COOPERATE IN SUBMITTING TO ANY BLOOD OR URINE TESTS REQUESTED BY THE COMPANY AS WELL AS ANY SEARCHES OF MY PERSON OR PROPERTY, WHILE EMPLOYED BY BEST HEATING & AIR CONDITIONING CO AND I RECOGNIZE THAT A REFUSAL TO COOPERATE IN SUCH TEST OR SEARCHES WOULD BE GROUNDS FOR DISCIPLINE OR TERMINATION.

BEST HEATING AND AIR CONDITIONING COMPANY HAS A ZERO TOLERANCE POLICY FOR THE USE OF DRUGS OR POSSESSION OF DRUGS. I ALSO ACKNOWLEDGE THAT NO ALCOHOL IS ALLOWED IN ANY COMPANY VEHICLE AT ANY TIME.

I understand that if hired, the company due to any misrepresentation, misinformation or inaccuracy of the statement contained herein may terminate my employment. I authorize the company to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience as required by the company. If hired, I agree to conform to the rules and regulations of BEST HEATING & AIR COND. CO. I also attest that I am authorized to work in the United States. I understand this application will remain for 90 days. If I have not been hired by that date, I may be asked to renew my application to be considered for future employment.

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**