

Application for Employment

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion, creed, color, national origin or disability. **DO NOT** provide or write any information that is not directly requested on the application

Personal Information of Applicant

Date _____

First _____ Middle _____ Last _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Social Security No. _____

E-mail Address: _____

Expected Pay _____ When are you available _____

Are you willing to work overtime if asked? _____

Have you ever applied for employment with us? Yes No

If so, when? _____

Position Desired _____

Are you legally authorized to work in the United States? Yes No

Can you provide proof that you are 18 years of age? Yes No

NOTE: Proof of eligibility of employment will be required as a condition of employment.

Have you ever been convicted of a felony? Yes No

NOTE: Conviction of a felony does not necessarily disqualify you for employment. Do not Include sealed or expunged convictions.

If you answered yes to the above question please explain _____

Are you aware you are applying for a position that may require you to drive a company vehicle? Yes No

Current Drivers License # _____ State _____

NOTE: Individuals applying for a position in which they are required to drive a vehicle must have a valid drivers license and submit to a vehicle and driving background check.

Education of Applicant

	Name of School?	Course of Study?	Years Completed?	Did you Graduate?	Degree/Diploma
High School					
College					
Trade School					
Other					

How has this schooling prepared you for this field? _____

What did you most enjoy learning? _____



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Employment History

Are you aware we may contact your previous employer? Yes No

Most Recent Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name _____

Phone # _____

Employed from: (mm/yy) _____ / _____ Employed to: (mm/yy) _____ / _____

Starting Pay Rate: _____ Ending Pay Rate: _____ Select: Per hour / Per Week / Per Year

Reason for Leaving _____

What I liked about this position and employer _____

What I disliked about this position and employer _____

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name _____

Phone # _____

Employed from: (mm/yy) _____ / _____ Employed to: (mm/yy) _____ / _____

Starting Pay Rate: _____ Ending Pay Rate: _____ Select: Per hour / Per Week / Per Year

Reason for Leaving _____

What I liked about this position and employer _____

What I disliked about this position and employer _____

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name _____

Phone # _____

Employed from: (mm/yy) _____ / _____ Employed to: (mm/yy) _____ / _____

Starting Pay Rate: _____ Ending Pay Rate: _____ Select: Per hour / Per Week / Per Year

Reason for Leaving _____

What I liked about this position and employer _____

What I disliked about this position and employer _____

Skills (trade skills, computer, technical, hobby, abilities, tool expertise, etc.)



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Employment length desired:

Summer Seasonal 6 Months 1 Year 3 Years 5 Years 10 Years 15 Years 20+ Years

What kind of an employee role do you foresee yourself aspiring to? How will others perceive you? _____

What personal attributes do you hope to master?

What are your personal and professional goals for the next five years?

What equipment brands have you worked on? _____

Personal Character References

Name	Business Title	Address & Phone #	Relationship	Years

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 obligate JMAC Heating & Cooling Inc. to hire me or offer me a job.

Permission is hereby granted to any school, person, firm, or corporation whether my former employer or otherwise to give this company any relevant information that may be 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 or notice. No policy or statement by any company representative (other than a formal employment agreement signed by an officer of the corporation) is to be considered a contract of employment, whether expressed or implied, for any specific period of time or upon any continuing term.

This company reserves the right to use any method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any employee has 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 the company and I recognize that a refusal to cooperate in such tests or searches would be grounds for discipline including termination.

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 JMAC Heating & Cooling Inc. I also attest that I am authorized to work in the United States. I understand this application will remain for 30 days. If I have not been hired by that date, I must renew my application to be considered for future employment.

Applicant Signature: _____ Date _____

Information to be filled out only upon hiring:

Date of Birth: _____/_____/_____

Desired password: _____ (6-8 digits)

Direct Deposit: From a personal check: Routing number _____

Account number _____

Phone Service Provider: _____ Phone Type: _____

Personal Computer Type: Mac Windows Linux Other None

Withholding: # of Dependents _____