



# Application for Employment

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

Company Name: K&S Heating, A/C & Plumbing

## Section I. Applicant Information

Name (Last, First, Middle)	Social Security Number
Address (Street, City, State, Zip Code)	Phone Number
Position Applying For	Desired Salary
Type of Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal	Date Available For Work
Can you work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if your position requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you every applied with this company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No      Position: _____ When: _____
Can you provide proof that you are at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Are you applying for a position that requires you to drive a company vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No      License: _____ State: _____ <b>Note:</b> Individuals applying for a position for which they are required to drive a vehicle must have a valid drivers license and submit to a vehicle and driving record background check.
Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note:</b> Proof of eligibility for employment will be required as a condition of employment.
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note:</b> Conviction of a felony will not necessarily disqualify you for employment. Do not include sealed or expunged convictions.
If you answered 'yes' to the above question, please explain. _____	

## Section II. Employment History

Date (Month/Year)	Name and Address of Employer (list most recent first)	Position/Duties	Salary	Supervisor Name and Phone Number	Reason for Leaving
From			Starting		
To			Ending		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
From			Starting		
To			Ending		
From			Starting		
To			Ending		
From			Starting		
To			Ending		

**Section III: References**

Name	Business/Title	Address and Phone Number	Relationship	Yrs Acquainted

**Section IV: Education/Skills**

Institution	Name and Location of School	Yrs Completed	Subjects Studied and Degree Received
High School			
College			
Trade or Correspondence			

List other skills, licenses or certificates you hold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How Did You Hear About Our Company?**

- Advertisement     
 Web Site     
 Agency     
Name: \_\_\_\_\_
- School     
 Phone Inquiry     
 Employee Referral     
Name: \_\_\_\_\_

**Certification and Authorization: Please read carefully before signing.**

*I understand that completion of this application does not indicate that there are any positions open and does not in any way obligate this company 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 any employment decision. I hereby release this company, its officers, employees, representatives or agents from any and all liability and/or damage incurred by myself in obtaining such information.*

*I understand that as a matter of company policy, my employment 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 agreement signed by an officer for the Company) 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 reserved 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 refusal to cooperate in such tests or searches would be grounds for discipline, including termination.*

*I understand that if hired, the company due to 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 this company. I also attest that I am authorized to work in the United States. I understand this application will remain active 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
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