



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION				
NAME (LAST NAME FIRST)				DATE (mm/dd/yyyy)
PRESENT ADDRESS	CITY	STATE	ZIP CODE	
PERMANENT ADDRESS	CITY	STATE	ZIP CODE	
PHONE NO.	REFERRED BY			
EMPLOYMENT DESIRED				
POSITION		DATE YOU CAN START (mm/dd/yyyy)	SALARY DESIRED	
ARE YOU EMPLOYED?	Yes	No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	Yes No
EVER APPLIED TO THIS COMPANY BEFORE?	Yes	No	WHERE?	WHEN? (mm/dd/yyyy)
EDUCATION				
	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIES
	GRAMMAR SCHOOL			
	HIGH SCHOOL			
	COLLEGE			
	TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			
GENERAL				
SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS				
WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY?		READ	WRITE	
U. S. MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES		
SPECIAL QUESTIONS				
HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST SEVEN YEARS? ____ YES ____ NO				
*ANSWERING YES WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT, BUT WILL BE CONSIDERED AS PART OF YOUR OVERALL JOB-RELATED QUALIFICATIONS FOR EMPLOYMENT. YOU DO NOT NEED TO DISCLOSE ANY INFORMATION REGARDING CRIMINAL CHARGES/CONVICTIONS THAT HAVE BEEN ERASED, ANNULED, SEALED, OR EXPUNGED FROM YOUR RECORD.				
IF YES, PLEASE EXPLAIN:				

SPECIAL QUESTIONS

HAVE YOU WORKED FOR ONE STOP COOLING & HEATING LLC, OR ANY OF ITS AFFILIATED COMPANIES BEFORE? ___ YES ___ NO
 DO YOU HAVE ANY RELATIVES WORKING FOR OUR COMPANY? ___ YES ___ NO
 DO YOU HAVE A CLEAN DRIVING RECORD? ___ YES ___ NO
 ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? ___ YES ___ NO
 CAN YOU MEET THE PHYSICAL JOB REQUIREMENTS FOR THE POSITION YOU ARE APPLYING FOR WITH OR WITHOUT ACCOMODATION?
 ___ YES ___ NO

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS KNOWN

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNATURE _____ DATE _____

INTERVIEWED BY _____ DATE _____

THIS FORM HAS BEEN DESIGNED TO COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF AN APPLICANT'S SEX OR MINORITY STATUS. QUESTIONS DIRECTLY OR INDIRECTLY REFLECTING SUCH STATUS HAVE BEEN INCLUDED ONLY WHERE NEEDED TO DETERMINE A BONA FIDE OCCUPATIONAL QUALIFICATION OR FOR OTHER PERMISSIBLE PURPOSES, SUCH QUESTIONS ARE APPROPRIATELY NOTED ON THE APPLICATION. NOTWITHSTANDING THESE EFFORTS, THE MANUFACTURER OF THIS FORM ASSUMES NO RESPONSIBILITY AND HEREBY DISCLAIMS ANY LIABILITY FOR INCLUSION IN THIS FORM, OF ANY QUESTIONS UPON WHICH A VIOLATION OF STATE AND FEDERAL FAIR EMPLOYEMNT PRACTICE LAWS MAY BE BASED.