

# WAGGONERS' HEATING & AIR COND. INC.

## Application for Employment

Position Applying for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**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**

<i><b>Personal Information of Applicant</b></i>	
Last Name _____ First Name _____ Middle Name _____ Street Address _____ City _____ State _____ Zip Code _____ Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____ Position Desired _____ Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you provide proof that you are 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you lift 10-35lbs? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you lift 36-100lbs? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes to the above question please explain _____ _____ Are you applying for a position that requires you to drive a company vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>How is your Driving Record?</b> _____	Date of Birth _____ Home Phone _____ Business Phone _____ Social Security No. _____ Expected Pay _____ When are you available _____ Are you willing to work overtime if asked? _____  NOTE: Proof of eligibility of employment will be Required as a condition of employment.  NOTE: Conviction of a felony does not Necessarily disqualify you for employment. Do not Include sealed or expunged convictions.  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.

<i><b>Education of Applicant</b></i>					
School	Name of School	Course of Study	Years Completed	Did you Graduate	Degree/Diploma
College					
High School					
Other					

<i><b>References</b></i>				
Name	Business Title	Address & Phone Number	Relationship	Yrs. Acquainted

previous employer:

_____ Company Name	_____ Address	_____ City	_____ State	_____ Zip
( ) - Phone #	\$ Weekly Pay Rate	_____ Reason for Leaving		

_____ Supervisor's Name	_____ Employed from (Month & Year)	_____ Employed to (Month & Year)
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Describe job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you like most about your job: \_\_\_\_\_

previous employer

_____ Company Name	_____ Address	_____ City	_____ State	_____ Zip
( ) - Phone #	\$ Weekly Pay Rate	_____ Reason for Leaving		

_____ Supervisor's Name	_____ Employed from (Month & Year)	_____ Employed to (Month & Year)
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Describe job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you like most about your job: \_\_\_\_\_

previous employer

_____ Company Name	_____ Address	_____ City	_____ State	_____ Zip
( ) - Phone #	\$ Weekly Pay Rate	_____ Reason for Leaving		

_____ Supervisor's Name	_____ Employed from (Month & Year)	_____ Employed to (Month & Year)
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Describe job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you like most about your job: \_\_\_\_\_

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May we contact your Current Employer  Yes  No

***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 WAGGONERS' Heating and Air Conditioning 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, it's 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 WAGGONERS' Heating and Air Conditioning Inc. 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 must renew my application to be considered for future employment.

**Applicant's complete name (please print)** \_\_\_\_\_

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