

ADVANCED HEATING & COOLING SERVICES, INC.

Application for Employment

Advanced Heating & Cooling Services, Inc. is an equal employment opportunity employer and complies with the Civil Rights Act, the Ohio Fair Employment Practice and other legislation that prohibits discrimination in employment because of race, color, sex, religion, national origin, age, or physical and mental disability. Any applicant who feels that he or she has been discriminated against in some manner is encouraged to report the incident immediately to the President.

Instructions: This application is the initial step in the selection process and it will help the company assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. This application does not take the place of a resume. Your application will be kept on file for six months. If there is insufficient space available to provide the information requested, you may use additional paper and attach it to the back of this form. Please write legibly.

If you need assistance completing this form because of a disability, please request that the administrator provide someone to assist you or you may request some other reasonable accommodations.

Date of Application _____

Position(s) Applied for _____

Information About You

Name _____
Last Middle First

Current Address _____

Telephone (____) _____ Social Security Number _____

Are you over 18 years Old? Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____ (A felony conviction will not automatically exclude you from consideration).

Have you ever been employed by Advanced Heating & Cooling Services, Inc.?

Yes _____ No _____ If yes, which department? _____

Do you have any secondary employment that will continue if you are hired by the program? Yes _____ No _____ If yes, list the nature of the secondary employment:

Are you a United States Citizen? Yes _____ No _____ If no, do you intend to become a US Citizen? Yes _____ No _____

Are you eligible for employment in the United States? Yes _____ No _____ If hired, you will be required to provide the proper identification and verification of employment eligibility.

Your Education and Training

Circle the last year of formal education completed:

0 1 2 3 4 5 6 7 8 9 10 11 12
Primary Education

1 2 3 4 5 6 7 8
College

1 2 3 4
Trade School

High School Attended _____ College _____ Trade School
_____ Diplomas, Degrees or Certificates Achieved _____

Current Certifications, Licenses, Designations _____

Your Employment History

Present or Most Recent Employer: Name of Organization: _____

Type of Business _____ Telephone Number (____) _____

Supervisor's Name/Job Title _____ Your Job Title _____

Date Employed ____/____/____ to ____/____/____ Are you still employed with
this organization: Yes _____ No _____

Your pay rate or salary ____ annual/hourly (circle one)

Briefly describe your job duties:

May we contact this employer for a job reference? Yes _____ No _____

Reason(s) for Leaving:

List all other employers for whom you have been employed and the dates of your
employment:

Name of Organization

Dates Employed

____/____/____ to ____/____/____
____/____/____ to ____/____/____
____/____/____ to ____/____/____
____/____/____ to ____/____/____

If you need additional spaces, please continue on a separate sheet of paper.