

HORNS HEATING AND COOLING APPLICATION FOR EMPLOYMENT

Horns Heating and Cooling is an equal opportunity employer. Horns Heating and Cooling does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Phone # _____

Are you legally eligible to work in the U.S? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
☐ Yes ☐ No

Have you ever been terminated from employment or asked to resign by an employer? ☐ Yes ☐ No

If yes, please provide company names and details _____

If selected, are you willing to submit to a background check? ☐ Yes ☐ No

If selected, are you willing to submit to drug testing? ☐ Yes ☐ No

Can you work any shift? ☐ Yes ☐ No If no, explain: _____

Can you work overtime, including weekends? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Employment Desired? ☐ Full time ☐ Part time ☐ Seasonal/Temporary

Are you currently employed? ☐ If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? ☐ Walk In ☐ Advertisement ☐ Referral ☐ Other

Have you ever worked for this company before? ☐ Yes ☐ No

Explain _____

Do you know anyone who works for our company? Yes No If yes, who? _____

EDUCATION HISTORY

EDUCATION	Name and location of school	Degree/ Certificate Received	Subjects studied/Major
High School			
College or University			
Trade, Business School			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Employer 1

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title			
May we contact?			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving			
Starting Pay Rate:			
Ending Pay Rate:			

Employer 2

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title			
May we contact?			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving			
Starting Pay Rate:			
Ending Pay Rate:			

Employer 3			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title			
May we contact?			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving			
Starting Pay Rate:			
Ending Pay Rate:			
Employer 4			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title			
May we contact?			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			
Starting Pay Rate:			
Ending Pay Rate:			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Horns Heating and Cooling to hire me. If I am hired, I understand that either Horns Heating and Cooling or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Horns Heating and Cooling has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Horns Heating and Cooling true and complete information on this application. No requested information has been concealed. I authorize Horns Heating and Cooling to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.