

Your Employment History

List below your employment history, beginning with your most recent employer. Account for all periods of time including **part-time work, military service and unemployment**. For OTR drivers, list at least your last 10 years of experience.

Employer Name and Address			From		To	
			Month	Year	Month	Year
Department	Supervisor	Area Code and Phone ()	Salary	Start		
				End		
Job Title & Description of your duties:						

Reason for leaving:	Were you fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Employer Name and Address			From		To	
			Month	Year	Month	Year
Department	Supervisor	Area Code and Phone ()	Salary	Start		
				End		
Job Title & Description of your duties:						

Reason for leaving:	Were you fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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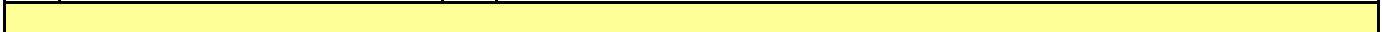
Employer Name and Address			From		To	
			Month	Year	Month	Year
Department	Supervisor	Area Code and Phone ()	Salary	Start		
				End		
Job Title & Description of your duties:						

Reason for leaving:	Were you fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Employer Name and Address			From		To	
			Month	Year	Month	Year
Department	Supervisor	Area Code and Phone ()	Salary	Start		
				End		
Job Title & Description of your duties:						

Reason for leaving:	Were you fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Special Skills & Qualifications	Please identify skills in which you have had experience or training		
<input type="checkbox"/> Typing _____ wpm	<input type="checkbox"/> Heating	<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Purchasing	
<input type="checkbox"/> Accounting	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Computer Applications	
<input type="checkbox"/> Management	<input type="checkbox"/> Electrical	<input type="checkbox"/> Computer Networking	
<input type="checkbox"/> Sales	<input type="checkbox"/> Construction	<input type="checkbox"/> Personnel	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other		



Do you feel qualified to handle the responsibilities of the position for which you are applying, and possess the ability to perform the duties as outlined, achieving a reasonable level performance, during the specified work hours, and expect to the best of your knowledge to be present for work when required?

Acknowledge by signature _____

In case of emergency notify _____
 Name _____ Relationship _____ Phone _____
 Address _____ City _____ State _____

References			
Give below the names of three persons, not related to you , whom you have known for at least one year.			
Name	Address	Business	Years Known

PLEASE READ CAREFULLY

I affirm that the facts set forth above are true and complete to the best of my knowledge. I hereby authorize investigation of all information contained in this application and authorize full disclosure of my present and prior work records by any employer. I understand that employment arising out of this application is contingent upon the result of this investigation. I hereby release any employer from any obligation to provide me with written notification of any information disclosed. I understand that may include a record of disciplinary action assessed by my former employer. False statements in this application may result in a refusal to hire or for my dismissal once the facts become known. I recognize that this application is not an offer for a contract of employment. I further recognize and agree that HVAC Sales & Supply Co., Inc. may terminate my services at any time for any reason at all. I further recognize that if I am employed by HVAC Sales & Supply Co.,Inc. I will receive compensation and benefits and be subject to rules and regulations; but I agree that such compensation, benefits, rules and regulations are subject to change with or without notice to me. I acknowledge tha my assigned work hours and place of work may be modified by HVAC Sales & Supply Co., Inc. I recognize I will be required to work overtime as needed. I understand that no representative of HVAC Sales & Supply Co., Inc. other than the president, has any authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing. Any agreement altering the terminable at will nature of the employment relationship must be in writing and signed by myself and the president.

Date _____ Signed _____

Interviewer Remarks

Neatness		Character	
Personality		Ability	
Hired	Position	Will Report	Wage
Remarks:			
Interviewed by:			Date
Approved by:			Date