



## Employment Application

### An Equal Employment Opportunity Employer

We consider applicants for all positions without regard to race, sex (including gender, sexual orientation, gender identity or expression, transgender status, and pregnancy or pregnancy-related medical conditions), color, national origin or ancestry, citizenship, age, religion, military, and veteran status, physical or mental disabilities, genetic information, familial status or any other factors prohibited by law in terms or conditions of employment.

### Applicant Information – Please Print

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  

Last
First
M.I.

Address: \_\_\_\_\_  

Street Address
Apartment/Unit #
  
 \_\_\_\_\_  

City
State
ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  
 Full-time  Part-time  Temp  Other

Shift ( 1 2 3) – circle one Please indicate time of day and dates available for part-time, temp, or other work:

How did you hear about us? (advertisement, relative, friend, inquiry, employment agency, website, other, etc.)

Position(s) Applied for: \_\_\_\_\_

Are you legally eligible to work in the U.S.A? Proof of your U.S. work eligibility will be required if hired.	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
Are you prevented from lawfully becoming employed in the U.S. because of Visa or Immigration Status?	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
Are you currently employed?	YES	NO	If yes, may we contact your present employer?	
	<input type="checkbox"/>	<input type="checkbox"/>		YES
			<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on lay-off status, a furlough, or subject to employment recall?			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
Have you ever worked for this company?	YES	NO	If yes, when? _____	
	<input type="checkbox"/>	<input type="checkbox"/>		
Have you filled out an application with us in the past?	YES	NO	If yes, when? _____	
	<input type="checkbox"/>	<input type="checkbox"/>		
Do any of your friends or relatives, other than spouse, work here?	YES	NO	If yes, who? _____	
	<input type="checkbox"/>	<input type="checkbox"/>		
Can you travel if a job requires it?	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
Have you ever been convicted of a felony, misdemeanor, or drug-related offense in the past 7 years?			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>

*This information will be reviewed for job-relatedness and will not necessarily disqualify an applicant from employment.*



If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**  
*If you need additional space, please continue on a separate piece of paper.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Other Experience**

You are invited to list any other applicable experience here that you believe will be beneficial when considering you for employment.

\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*

*I understand that any offer of employment made by Logan/Avery Heating and Air Conditioning is contingent upon the satisfactory results of a pre-employment background and drug screen.*

*This application for employment is considered active for 60 days. Any applicant wishing to be considered for employment beyond this application period should inquire whether applications are being accepted at that time.*

*I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means the Employee may resign at any time and the Employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_