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 ☐

Are you prevented from lawfully becoming employed in the U.S. because of Visa or Immigration Status? YES ☐ NO ☐

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES ☐ NO ☐

Are you currently employed? YES ☐ NO ☐ If yes, may we contact your present employer? YES ☐ NO ☐

Are you currently on lay-off status, a furlough, or subject to employment recall? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you filled out an application with us in the past? YES ☐ NO ☐ If yes, when? _____

Do any of your friends or relatives, other than spouse, work here? YES ☐ NO ☐ If yes, who? _____

Can you travel if a job requires it? YES ☐ NO ☐

Have you ever been convicted of a felony, misdemeanor, or drug-related offense in the past 7 years? YES ☐ NO ☐
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: _____