

BROADVIEW HEATING & AIR CONDITIONING APPLICATION FOR EMPLOYMENT

Broadview Heating & Air Conditioning is an equal opportunity employer. Broadview Heating & Air Conditioning 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: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Mobile Phone Number: _____

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

Are you at least 18 years or older? Yes No

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

If yes, please provide company name(s) and details _____

Can you work from 7:30 am – 6 pm Monday through Friday? Yes No

If no, explain: _____

Can you work overtime during the week? Yes No

Can you work on-call weekends every 8-9 weeks? Yes No

If no, explain: _____

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: _____

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 (Circle One)

If advertisement or job board which one? _____

If referral, who recommended us? _____

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

If yes, what was your role? _____

Why did you leave? _____

Do you know anyone who works for our company? ___ Yes ___ No

If yes, who? _____

EDUCATION & SKILLS

EDUCATION	School Name Location of school	No. of yrs. Attended	Degree Received	Major or Subjects Studied
High School				
College or University				
Trade, Business or Correspondence School				

EDUCATION & SKILLS

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

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? _____ YES _____ NO If yes, please describe:

EMPLOYMENT HISTORY

Include your last three (3) positions 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.*

Month & Year	Employer Name
From: _____ to _____	_____
Job Title: _____	
Business Phone Number: _____	
Business Address: _____	
City: _____ State: _____ Zip: _____	
Summarize nature of work performed and job responsibilities: _____	

Reason for leaving: _____	
Immediate Supervisor's name and title: _____	
If this is your current employer may we contact them? _____	

EMPLOYMENT HISTORY

Month & Year	Employer Name
From: _____ to _____	_____
Job Title: _____	
Business Phone Number: _____	
Business Address: _____	
City: _____	State: _____ Zip: _____
Summarize nature of work performed and job responsibilities: _____	

Reason for leaving: _____	
Immediate Supervisor's name and title: _____	
May we contact them? _____	

Month & Year	Employer Name
From: _____ to _____	_____
Job Title: _____	
Business Phone Number: _____	
Business Address: _____	
City: _____	State: _____ Zip: _____
Summarize nature of work performed and job responsibilities: _____	

Reason for leaving: _____	
Immediate Supervisor's name and title: _____	
May we contact them? _____	

REFERENCES

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

REFERENCE 1

Name: _____

Phone Number: _____ Employer: _____

Email Address: _____

Years Acquainted: _____ Personal or Business Acquaintance: _____

REFERENCE 2

Name: _____

Phone Number: _____ Employer: _____

Email Address: _____

Years Acquainted: _____ Personal or Business Acquaintance: _____

REFERENCE 3

Name: _____

Phone Number: _____ Employer: _____

Email Address: _____

Years Acquainted: _____ Personal or Business Acquaintance: _____

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 [Company Name] to hire me. If I am hired, I understand that either [Company Name] 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 [Company Name] has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to [Company Name] true and complete information on this application. No requested information has been concealed. I authorize [Company Name] 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 _____