

## Application for Employment

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.*

### Personal Information

Last Name	First	MI.	Date
Street Address			Home Phone ( ) -
City, State, Zip			How long at present address? ____ Years ____ Months
Email Address:			Bus Phone ( ) -
What was your previous address?			How long at previous address? ____ Years ____ Months
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of minimum legal age. <i>Birth Date is required for background check.</i>			Social Security No. - -
Birth Date: ____ / ____ / ____			
Are you legally eligible for employment in the United States?			When will you be able to work?
Understanding that a drug screen, background check and immigration search is required for this position, are you willing to accept the requirement to have these checks performed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			Employer's Name ( ) -
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe in full:			
Are there any reasons for which you might not be able to perform the job duties (with a reasonable accommodation)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:			
Driver's License #	State	Any Violations? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Education

School	Name and location of school	Course of study	No. of years completed	Did you graduate?	Degree or diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Military

Complete this section if you served in the U.S. Armed Forces	Branch of Service
Describe your duties and any special training	Period of Active Duty (Month & Year) From _____ To _____
	Rank at Discharge
	Date of Final Discharge

## Employment History

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1.	Company Name	Telephone ( ) -
	Address	Employed (Month and Year) From To
	Name of Supervisor	Hourly Rate Start Last
	Start job title and Describe Your Work	Reason for Leaving
2.	Company Name	Telephone ( ) -
	Address	Employed (Month and Year) From To
	Name of Supervisor	Hourly Rate Start Last
	Start job title and Describe Your Work	Reason for Leaving
3.	Company Name	Telephone ( ) -
	Address	Employed (Month and Year) From To
	Name of Supervisor	Hourly Rate Start Last
	Start job title and Describe Your Work	Reason for Leaving
4.	Company Name	Telephone ( ) -
	Address	Employed (Month and Year) From To
	Name of Supervisor	Hourly Rate Start Last
	Start job title and Describe Your Work	Reason for Leaving
We may contact the employers listed above unless you indicate those you do not want us to contact.		Do not contact
		Employer Number(s) _____
		Reason: _____

**References:**

Give below the names of three persons not related to you, whom you have known at least one year:

	Name	Address	Business	Years Acquainted	Phone
1.					
2.					
3.					

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

\_\_\_\_\_

Date Signature

**Alexander Heating and Air Conditioning**  
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 Holly Springs, NC 27540  
 jobs@alexhvac.com