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 |
|  |  |
|  | | 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 | YES | NO |
| Are you currently employed? | 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? |  | 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: