

Powder River Heating & Air Conditioning, Inc.

EMPLOYMENT APPLICATION

Name: _____ **Date:** _____

Address: _____ **Phone #:** _____

City: _____ **State:** _____ **Zip:** _____ **Social Security #:** _____

E-mail: _____ (for purposes of a Background check)

Position Applying For: _____ Full Time Part Time Temporary

US Citizen: Yes No **Desired Salary:** _____ **Available Date:** _____

Drivers License #: _____ **State** _____ **Are you 18 years old or older?** _____

PREVIOUS EMPLOYMENT

Name of Employer: _____ **Start Date:** _____

Name of Supervisor: _____ **End Date:** _____

Complete Address: _____ **Salary:** _____

Last Job Title: _____ **Phone:** _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer? Yes No

Name of Employer: _____ **Start Date:** _____

Name of Supervisor: _____ **End Date:** _____

Complete Address: _____ **Salary:** _____

Last Job Title: _____ **Phone:** _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer? Yes No

Name of Employer: _____ **Start Date:** _____

Name of Supervisor: _____ **End Date:** _____

Complete Address: _____ **Salary:** _____

Last Job Title: _____ **Phone:** _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer? Yes No

EDUCATION

Name of School and Address	Completed	Major or Degree
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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REFERENCES

Name & Title / Company	Relationship	Phone

Have you ever been convicted of a felony? Yes No

(Please note that "YES" answer will not bar you from consideration for employment)

If yes, please explain: _____

Please read the following carefully. If you have any questions, please ask them before you sign below.

This Company is an Equal Opportunity Employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other status in accordance with applicable Federal and State equal opportunity laws. This Company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.

I understand this application is not an offer of employment and no promises or representation of employment have been made to me at this time.

I am able to perform the essential functions of the job for which I am applying, including having a valid driver's license and a driving record that is acceptable for coverage by the Company's insurance company.

If hired, I will be responsible for familiarizing myself with all the rules and regulations of the Company as they presently exist or are later modified. If hired I recognize that my employment is AT WILL and can be terminated at the discretion of the Company without notice at any time, unless specifically set forth in writing in a separate written agreement.

I also understand that no representative of the Company has any authority to enter into any employment agreement for any specified time period, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by an officer of the Company.

I certify that the facts set forth in this application are true, correct, and complete without misrepresentations or omissions of any kind whatsoever. I understand that any false information will be grounds for refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications, including driving and credit history.

I further understand that even if an offer of employment is given, it will be conditional upon completion and review of a background check which may take up to 10 business days to complete.

I have read, understand, and agree with the above statements.

Applicant Name *(Please Print)*

Applicant Signature

Date