

Application for Employment
Pre-Employment Questionnaire
Equal Opportunity Employer

Personal Information:

Name _____ Social Security No. _____

Date of Birth _____

Present Address (Street, City, State, Zip)

Phone No. _____ Referred by _____

Employment Desired:

Position _____ Date you can start _____ Salary desired _____

Are you currently employed? Yes ___ No ___ If so, may we inquire of your present employer? Yes ___ No ___

Education History:

High School (Location)	Years Attended	Did You Graduate?	Subjects Studied
_____	_____	_____	_____

College (Location)	Years Attended	Did You Graduate?	Subjects Studied
_____	_____	_____	_____

Trade, Business or Other School	Years Attended	Did You Graduate?	Subjects Studied
_____	_____	_____	_____

General Information:

Subjects of special study _____
Work or special training/skills _____
Special certifications _____

U.S. Military or Naval Service _____ Rank _____

The following questions are intended for those applying for HVAC/Appliance Technician positions only

Are you familiar with the operation, diagnosis and repair of the following appliances? Please provide a rating of 0-5 next to each appliance listed. For example: 0=not at all familiar with the operation and repair of this appliance. Training needed. 5=Very experienced on all aspects of operation and repair. We are referring to the most typical, residential major appliances found in the average household. Please give honest ratings to yourself and add comments if you desire. The need for training in certain areas will not eliminate you from employment consideration.

Washers:	_____	Comments:
Dryers:	_____	Comments:
Dishwashers:	_____	Comments:
Water Heaters:	_____	Comments:
Ovens:	_____	Comments:
Refrigerators/ Freezers:	_____	Comments:
Microwave Ovens:	_____	Comments:
Air Conditioning:	_____	Comments:
Furnaces:	_____	Comments:

Are you certified to handle and work with CFC refrigerants? Yes _____ No _____

Please list any special skills or training you have in the area of major appliance repair that you would like to list. (For example any experience with commercial equipment or special applications)

Former Employers (List below last four employers, starting with the last one first)

Date	Name and address of employer	Salary	Position	Reason for leaving
To:				
From:	_____	_____	_____	_____
To:				
From:	_____	_____	_____	_____
To:				
From:	_____	_____	_____	_____
To:				
From:	_____	_____	_____	_____

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

Name	Address	Business	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

Date: _____

Signature: _____

Interviewed By: _____

Date: _____

DO NOT WRITE BELOW THIS LINE

Remarks:

Neatness:

Character:

Ability:

Hired:

For Position:

Will Report:

Salary Wages:

Approved:

_____ Manager

_____ Department Head