

Reese's H.V.A.C. Heating & Cooling Services, LLC.

Application for Employment

Reese's H.V.A.C. Heating & Cooling Services, LLC. is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must also be answered.

POSITION APPLYING FOR

PERSONAL DATA			
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Name (last, first, middle)		Social Security Number	
Street Address and/or Mailing Address		City	State Zip
Home phone number	Cell phone number	Email address	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED?	

POSITION INFORMATION (check all that you are willing to work)			
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Hours: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Weekends <input type="checkbox"/>	Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
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Are you authorized to work in the U.S. on an unrestricted basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)
 Yes No

If yes, please explain:
 Are you aware of the essential functions of the job or have you viewed a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions of the job with or without reasonable accommodation? Yes No

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
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	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS Please list any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

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WORK HISTORY Start with your present or most recent employment and work back. Use a separate sheet if necessary.

Job Title	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title	Start Date	End Date
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

REFERENCES Please list three professional references NOT related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Reese's H.V.A.C Heating & Cooling Services, LLC to investigate any of the facts set forth in this application and release the Employer from any liability. Reese's H.V.A.C. Heating & Cooling Services, LLC may contact any listed references on this application.

Applicant Signature _____ Date _____

