

Employment Application



Florida License CACO42748

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Thank you for applying for employment with Allied A/C and Heating, Inc. Your information will be kept in the strictest confidence and will not be shared with anyone other than our administrative staff. Someone will be in touch with you if the position you are applying for is (or becomes) available, and if your qualifications match our needs.

Please print and fill out this application and fax it to the number above, or if you prefer, scan and email it to the email address above. Feel free to include a resume if you would like.

Please be advised that drug testing and/or a criminal background check may be a part of the hiring process for certain job titles.

Personal Information

* Indicates response required

* First Name _____ * Last Name _____

* Address 1 _____

Address 2 _____

* City _____

* State _____ * Zip Code _____

* Telephone Number _____

Email Address _____

How did you learn about us? (Please check all that apply.)

Advertisement Internet Search Friend / Neighbor / Relative Yellow Pages

Phone Call To Office Visited Office Received Information In US Mail Other

* Are you over 18? Yes No

* Have you ever been employed by our company? Yes No

- * Are you currently employed? Yes No
- * Are you currently on "Layoff Status" and subject to recall? Yes No
- * Position you are applying for: _____
- * Type of employment: Full Time Part Time Temporary Any
- * Date available to start work: _____
- * Are you prevented from lawfully becoming employed in this country because of Visa? (*Proof of citizenship will be required upon employment.*) Yes No
- * Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No
- * Do you have a valid driver's license? Yes No
- * Have you ever been denied a bond? Yes No
- * Have you been convicted of a criminal offense? (*Conviction will not necessarily disqualify an applicant from employment.*) Yes No
- * If yes, please explain: _____

Educational Information & Certifications

- * Highest grade completed: _____
- * Name of high school / date of graduation: _____
Name of college or trade school / date of graduation: _____
Other skills / special training: _____

- Current certifications and licenses: _____

Employment Experience

* Current or Most Recent Employer: _____

* Dates Employed: From _____ To _____

* Address / Telephone Number(s): _____

* Job Title and Duties: _____

* Name of Supervisor: _____

* May we contact this employer for a reference? Yes No

* Reason For Leaving: _____

* Next Most Recent Employer: _____

* Dates Employed: From _____ To _____

* Address / Telephone Number(s): _____

* Job Title and Duties: _____

* Name of Supervisor: _____

* May we contact this employer for a reference? Yes No

* Reason For Leaving: _____

Other Employment Information:

Personal / Professional References

1. Name: _____ Telephone Number: _____

Number of Years Known: _____

2. Name: _____ Telephone Number: _____

Number of Years Known: _____

3. Name: _____ Telephone Number: _____

Number of Years Known: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize: investigation of all statements contained herein, the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and 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 official.

Signed: _____