



## Application for Employment

Job Duties include but are not limited to: Heating, Venting, and A/C repair, furnace cleaning's, installations of new systems, plumbing repairs and new installs, basic electrical jobs, refrigeration repairs and new installations.

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, veteran status, or any other category protected by applicable federal, state or local laws.

### Contact Information

Name \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax # \_\_\_\_\_  
E-mail \_\_\_\_\_ Birth Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date \_\_\_\_\_ When can you start? \_\_\_\_\_

How did you hear of this opening: \_\_\_\_\_ Desired wage? \_\_\_\_\_

Full Time Employment     Part Time Employment - Specify Hours

Social Security # \_\_\_\_\_

Are you a U.S. Citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  Yes  No  
(You may be required to provide documentation)

Have you ever been convicted of a felony?  Yes  No  
(This will not necessarily affect your application)

If yes, please describe condition. \_\_\_\_\_

### Education Information

High School Name \_\_\_\_\_ Year Graduated \_\_\_\_\_  
College Name \_\_\_\_\_ Year Graduated \_\_\_\_\_ Major \_\_\_\_\_  
Other Training \_\_\_\_\_ Year Graduated \_\_\_\_\_ Major \_\_\_\_\_

### Certifications

Refrigeration    Other Certification   
 RSES    Other Certification   
 NATE    Other Certification   
 Lead  
 Plumbing

## Employment History

Please list your most recent employers, starting with the most recent and going back at least 5 years. Please attach additional sheets if necessary. If you are/were self employed please supply your business name along with trade references. Failure to complete the requested information may disqualify you for consideration fro employment.

Company Name \_\_\_\_\_ Date Started \_\_\_\_\_  
Address \_\_\_\_\_ Date Ended \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ May we contact?  Yes  No  
Reason Left \_\_\_\_\_ Phone # \_\_\_\_\_  
Wages Start  Final  Duties

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Company Name \_\_\_\_\_ Date Started \_\_\_\_\_  
Address \_\_\_\_\_ Date Ended \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ May we contact?  Yes  No  
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Company Name \_\_\_\_\_ Date Started \_\_\_\_\_  
Address \_\_\_\_\_ Date Ended \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ May we contact?  Yes  No  
Reason Left \_\_\_\_\_ Phone # \_\_\_\_\_  
Wages Start  Final  Duties

Other Skills \_\_\_\_\_

## References

Please list the names of personal references that know you well that we may contact. Do not list previous employers or family members.

Name	<input type="text"/>	Telephone	<input type="text"/>	Number of years known	<input type="text"/>
Name	<input type="text"/>	Telephone	<input type="text"/>	Number of years known	<input type="text"/>

## Experience

Please rate yourself as to the knowledge that you have on each of the following subject. Zero is no knowledge and 10 is expertise in the given subject.

Plumbing	<input type="text"/>	Electrical/Wiring to Code	<input type="text"/>	Refrigeration/Residential	<input type="text"/>
Heating/Oil	<input type="text"/>	Electrical/Conduit	<input type="text"/>	Refrigeration/Commercial	<input type="text"/>
Heating/Gas	<input type="text"/>	Electrical/Service Installation	<input type="text"/>		
Heating/Coal	<input type="text"/>	A/C-Commercial	<input type="text"/>		
Heating/Electric	<input type="text"/>	A/C-Residential	<input type="text"/>		
Heating/Wood	<input type="text"/>	Water Treatment	<input type="text"/>		

Are you willing to sign a 1 year contract?  Yes  No

I understand and agree that if driving is a requirement of the job for which I'm applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

By submitting this application you agree that the facts set forth in this application for employment are true and complete to the best of your knowledge. You understand that if you are employed, false statements on this application shall be considered sufficient cause for dismissal.

Wilcox's General Services is here by authorized to make any investigations of your prior educational and employment history.

You understand that employment at Wilcox's General Services is "at will" which means that this company can terminate your employment relationship at any time with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. You understand that no supervisor, manager or executive of this company, other than the owner has any authority to alter the foregoing.

Signature

Date