



HEATING & AIR CONDITIONING, INC.

3040 South Street Lincoln, NE 68502 (402) 483-6080 www.capitolheatair.com

APPLICATION FOR EMPLOYMENT

Position Applied For: _____ Date of Application: _____

Wage/Salary Desired: _____ Date Available to Start: _____

Name: (Last, First, Middle) _____

SSN: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Driver's License Number _____ State of Issue: _____

Date of Birth _____

*Have you ever been denied a driver's license or had one suspended or revoked? Y N

*Have you had any driving violations in the past five years? Y N

If you answered yes, please explain and provide dates below:

*Are you a US citizen or legally eligible for employment in the United States? Y N

*Have you ever been convicted of a crime? Y N

If you answered yes, please explain and provide dates below:

Educational Background: (High School, College, Trade School, etc.)

(1) Name and Location of School: _____
Years Completed: _____ Did you graduate? Y N
Areas of Study: _____

(2) Name and Location of School: _____
Years Completed: _____ Did you graduate? Y N
Areas of Study: _____

(3) Name and Location of School: _____
Years Completed: _____ Did you graduate? Y N
Areas of Study: _____

Employment History:

(1) Company: _____ Dates employed: _____ to _____
Supervisor Name: _____ Phone Number: _____
Position Held: _____

*Please summarize job responsibilities below:

(2) Company: _____ Dates employed: _____ to _____
Supervisor Name: _____ Phone Number: _____
Position Held: _____

*Please summarize job responsibilities below:

(3) Company: _____ Dates employed: _____ to _____
Supervisor Name: _____ Phone Number: _____
Position Held: _____

*Please summarize job responsibilities below:

Skills and Qualifications:

Please summarize any special training or skills that may assist you in performing the position for which you are applying:

Trade Licenses: (please include license number and year acquired)

Master HVAC _____
Journeyman HVAC _____
NATE Certified _____
Refrigerant Certified _____
Other: _____

References:

Name	Company	Phone #	Relationship to you	Years known
*	_____	_____	_____	_____
*	_____	_____	_____	_____
*	_____	_____	_____	_____

Applicant Statement:

I hereby certify that all information contained in this application to be true and complete to the best of my knowledge and understand that, should I be hired, falsified information found on this application shall be grounds for termination.

I hereby authorize this employer and its representatives to contact and obtain information from all references, employers, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided to me in this application. I hereby release all parties from any and all liability for any damage that may result from furnishing said information.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment, except for actions prohibited by applicable local, state, or federal law. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in that regard.

I certify that I have read, fully understand, and accept all terms of this application.

Signature: _____ Date: _____

