



**APPLICATION FOR EMPLOYMENT - HVAC**

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Name \_\_\_\_\_ Position Applied For \_\_\_\_\_

Phone \_\_\_\_\_ Alternate or Cell Number \_\_\_\_\_

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Desired Salary / Hourly Rate \_\_\_\_\_

If under the age of 18, can you produce a necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date you can start if hired \_\_\_\_\_

Have you previously applied for employment with this Company? Yes  No  If Yes, when? \_\_\_\_\_

Have you ever been employed by this Company? Yes  No

If Yes, provide dates and reason for separation \_\_\_\_\_

All applicants: Do not included convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program:

Have you ever plead guilty or no contest to, or been convicted of any criminal offense? Yes  No

CRIMINAL OFFENSES ONLY: If you answered Yes, please provide explain and provide the dates \_\_\_\_\_

Criminal convictions or arrests will not automatically disqualify an applicant from this particular job. We will consider the nature of the crime, it's seriousness, whether the conviction(s) substantially related to the positions functions and qualifications, the frequency of convictions, the applicant's age at the time of the conviction, the time elapsed since the date of the conviction or completion of jail sentence, the applicant's entire work and educational history, and employment referenced and recommendations.

Have you ever initiated an act of violence in the workplace? Yes  No

If Yes, please provide the date(s) and explain \_\_\_\_\_

List all special technical skills that you feel qualify you for the job for which you are applying \_\_\_\_\_



**EDUCATION:**

Education	School Name and Location	Course of Study	Graduate?	# of Yrs Completed	Degree/ Major
High School					
College					
Technical/ Trade					

**WORK EXPERIENCE:**

Please list the names of your present or previous employers in order with present or most recent employer first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business referenced. You may include any verifiable work performed on a volunteer basis, internships, or military. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisors Name \_\_\_\_\_ May we contact? Yes  No  If No, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

How much notice did you give when resigning? If none, explain \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisors Name \_\_\_\_\_ May we contact? Yes  No  If No, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

How much notice did you give when resigning? If none, explain \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisors Name \_\_\_\_\_ May we contact? Yes  No  If No, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

How much notice did you give when resigning? If none, explain \_\_\_\_\_



**WORK EXPERIENCE CONTINUED:**

Please explain fully all gaps in your employment history in excess of one month. \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from any job? Yes  No

Has your employment ever been terminated by mutual agreement? Yes  No

Have you ever been given the choice to resign rather than be terminated? Yes  No

If you answered yes to any of these three questions, please explain the circumstances of each occasion.

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer references.

Name	Position	Company	Work Relationship	Phone

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact

Name	Occupation	Address	Phone	# of Years Known



I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. I acknowledge that if hired, employment is on an at-will basis in accordance with state law. This means, Miami Heating & Cooling is free to terminate my employment at any time, with or without cause or advance notice. I agree to conform to the rules and regulations of Miami Heating & Cooling, and I understand that the company has complete discretion to modify such rules and regulations at any time.

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

I understand that Miami Heating & Cooling is a drug-free workplace. I understand that pre-employment (post offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to random drug testing and or post-accident drug/alcohol testing to comply with Miami Heating & Cooling policies.

If employed by Miami Heating & Cooling, I understand and agree that the Company, to the extent permitted by law, I may be required to sign confidentiality, non-compete, and/or conflict of interest statement.

I certify that all information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any false information or omitted information may result in disqualification from consideration for employment or if employed; disciplinary action or dismissal may occur.

I authorize and consent to any party or agency contacted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by law, any party delivering information to the Company or its authorized representative pursuant to this authorization from any liabilities, claims, charges, or causes of action which I may have as a result of the disclosure of the above requested information.

If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Miami Heating & Cooling. I also understand this Company employs only individuals who are legally eligible to work in the US.

I authorize a criminal background check and motor vehicle history to be run on myself to be considered for employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



At Miami Heating & Cooling., we want to hire only the best. Please answer the following questions and fill out the application. We will use the above information to run a Background Check, Driving Record verification and Credit History report, so make sure and complete the boxes above.

- 1. Have you ever been arrested? If so, what for and when? List each occurrence.
  
- 2. Have you ever been convicted of a felony? If so, for what reason and when was the conviction? List each occurrence.
  
- 3. Have you ever been in a car wreck? If so, was it legally your fault? When did it happen? List each occurrence.
  
- 4. Can you lift 60 lbs.? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Can you lift 100 lbs.? Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 6. Have you ever declared Bankruptcy? If so, when and why? List each occurrence.
  
- 7. Have you ever filed a Worker's Comp. Claim? If so, explain and include when each occurrence happened.
  
- 8. Have you ever sued anyone? If so, when and why? List each occurrence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this form, Miami Heating & Cooling. has your permission to perform your Background Check, Driving Record verification and Credit History report.



**Notice and Authorization**

(Important – Please read carefully before signing acknowledgement)

**Notice Regarding Background Investigation**

Employer (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. These reports may include your credit history, criminal history, social security verification, motor vehicle records (“driving records”), education and employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by HR Plus, 8745 West Higgins, Chicago, IL 60631, and Phone: 888-538-1969 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**Acknowledgment and Authorization**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMART OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [the consumer reporting agency], another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria