



Employment Application

Please read before completing application

We appreciate your interest in Welch HVAC, Inc. Please read all information before filling out and signing this application. Complete this application as accurately and thoroughly as possible. Please advise us if you need assistance with completing this application form.

Welch HVAC, Inc. is an equal opportunity employer. All applicants are considered for employment based upon their skills and abilities without regard to race, color, religion, gender, genetics, national origin, age, disability, marital status, sexual orientation, veteran status, or any other status protected by applicable federal, state or local law. Applications requiring reasonable accommodation to the application or interview process should notify a representative of the Human Resources Department. As required by the Immigration Reform and Control Act, in the event you are hired, you must establish proof of eligibility to work in the United States within three days of your start date.

Personal Data

Name		Email	
Address		Home Phone	
City ST Zip		Cell Phone	
1. Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*a yes answer will not necessarily bar you from employment. Please explain.</i> _____			
3. Have you previously worked for us.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. How did you hear about us? _____			
5. Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____			

Position(s) of Interest

Position(s) Applying For			
Hours Available		Days/Hours Available	
Wage Expectations		Available for Overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any reason why you would be unable to perform the essential functions of this position without special accommodations? (ONLY answer if you have been provided with a copy of the job description and read what the essential functions are.) <input type="checkbox"/> Yes <input type="checkbox"/> No			

Education – Highest Level of Education Completed

	School Name	City	State	Major Course of Study	Degree or Certificate Earned
High School					
College					
Trade School					
Other					

Employment History - Please list all employers you have had for at least the past 7 years, beginning with your current employer. Use additional pages if necessary.

May we contact your current employer prior to any potential employment offer? Yes No

Company		Phone Number	
Street Address		Your Title	
City St Zip			
Supervisor's Name and Title		Start Date	
		End Date	
Reason for Leaving			Ending Salary \$

Company		Phone Number	
Street Address		Your Title	
City St Zip			
Supervisor's Name and Title		Start Date	
		End Date	
Reason for Leaving			Ending Salary \$

Company		Phone Number	
Street Address		Your Title	
City St Zip			
Supervisor's Name and Title		Start Date	
		End Date	
Reason for Leaving			Ending Salary \$

Please list additional experience or skills that have a direct relationship to the job for which you are applying, including any licenses, and their latest dates of origination and issuing authority.

Have you ever had a professional or vocational license or certificate(if any) denied, revoked, or suspended? Yes No

License or Certificate	Expiration Date	Issuing Authority	City	State

Professional References - Please list references who are not related to you or are previous supervisors.

Name	Company	Phone Number	Years Known

Applicant's Certification and Acknowledgment

Please read this carefully before signing below.

I hereby certify that the information I have provided in this application and in any documents I have submitted to **Welch HVAC, Inc.** in support of my application for employment, including resumes and transcripts, and/or information provided during the interview process, is complete and accurate to the best of my knowledge. I realize any falsification and/or misrepresentation or material omission of that information, stated or implied, may result in the denial of any employment offer, or the immediate termination of my employment if I am employed.

I also understand that employment with **Welch HVAC, Inc.** is conditioned upon the completion of an Authorization for Release of Background Information and other employment documents as necessary, as determined by **the Company**. In conjunction with the requirements of the federal Fair Credit Reporting Act and/or other applicable law, I hereby authorize and consent to the investigation of all statements contained in this application and authorize all persons and companies named above and/or their agents to release any and all records and information pertaining to my employment history, police record, education background, military service, or personal reputation. Pursuant to applicable law I hereby release all parties from liability for damage for providing this information.

I understand that my employment with **Welch HVAC, Inc.** is "at will." If I become employed by **Welch HVAC, Inc.** my employment and compensation are for no definite period and, regardless of the time and manner of payment of my wages, salary or other benefits, my employment and compensation can be terminated at any time, with or without cause and with or without notice at either the option of **the Company** or myself. I further understand that there are no other arrangements, agreements or understandings, oral or written, contrary to the foregoing and that the understanding set out herein supersedes any prior contrary statements. I further understand that any modification to this Certification and Acknowledgment will not be effective unless in writing and personally signed by a representative of **the Company** having actual authority to approve such modification.

I understand that, if I am hired, I am required to abide by all of **the Company's** rules, policies and procedures. I also understand that the **Company's** rules, policies and procedures can and may be changed or modified at any time, with or without notice.

I have read or had read to me this release form and I understand voluntarily consent and agree to sign below.

Signature: _____ Date: 