

# Employment Application



Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Application Date: \_\_\_\_\_

## J C Warner Co.

**Please Read Before Beginning:** The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted, this document will be kept confidential and remain the property of J C Warner Co.

J C Warner Co. is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

# About

J C Warner Co. started 1979 by Jim Warner.

J C Warner Co. targets the residential and light commercial service and replacement markets. The company does work with several custom home builders and will perform new installations for these companies.

J C Warner Co. is an established/up and coming contracting company with an excellent reputation for performance and as a place to work. The company cares about employees, and insists that employees care about customers.



# Benefits

J C Warner Co. offers very competitive pay and benefits. The benefits include:

- Paid Holidays (7 per year)
- Paid Personal Time Off (.5 days for every month worked during the Year 1 through 5, 1 day for every month worked after 5 years)
- Social Security
- Workman's Compensation Insurance
- Health Insurance
- Employee Suggestion Program
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Tool Allowance
- Field Service Uniform Allowance
- Company Training
- External Training

# Personal Data

\_\_\_\_\_ Date

\_\_\_\_\_ First Name

\_\_\_\_\_ Middle Name

\_\_\_\_\_ Last Name

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

May we contact you at your work phone?

Are you 18 years old or over?

If you are under 18, do you have a work permit?

Yes  No

Yes  No

Yes  No

\_\_\_\_\_ Home Phone

\_\_\_\_\_ Mobile Phone

\_\_\_\_\_ Work Phone

Have you worked for us before?

Yes  No

\_\_\_\_\_ If yes, when?

\_\_\_\_\_ If yes, under what name?

\_\_\_\_\_ If yes, what position(s) did you hold?

# Position Desired

Type of work you are applying for:

Laborer

Maintenance Technician

Dispatch

Technician's Assistant

Installation Technician

Customer Service Rep

Shop

Service Technician

Office

Sales

Service Technician

Managerial

Type of schedule:

Part-Time

Regular

Full-Time

Temporary

Days

Seasonal (i.e., summer)

Nights

Weekends

Any

Other (describe): \_\_\_\_\_

Date Available: \_\_\_\_\_

How did you select J C Warner Co. (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, can you provide verification of your identity and legal right to work in the United States?

Yes  No

Have you ever been convicted of a felony (Do not identify convictions that have been sealed, expunged, dismissed, pardoned, or otherwise eradicated)?

Yes  No

\_\_\_\_\_ If you are not a U.S. citizen, what is your visa status?

Do you have any physical limitations that may inhibit your ability to perform the tasks required of the position you are applying for?

Yes  No

Are you currently on "lay off" status and subject to a recall?

Yes  No

# Education

School Name	Location	Years Attended	Years Completed (Circle)				Diploma Or Degree (Circle)		Major Field of Study
			9	10	11	12	Y	N	
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____
_____	_____	_____							_____

Post Graduate Training Or Certifications	Date	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Technical/Computer Skills

## Office/Software

- Microsoft Publisher
- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Quick Books Pro
- Adobe Photoshop
- Switchboard
- 10-Key
- Bookkeeping
- Load Calculation
- Other: \_\_\_\_\_

## HVAC

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Service                  | Install                  |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Conditioning         |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Distribution         |
| <input type="checkbox"/> | <input type="checkbox"/> | Air to Air Heat Pump     |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Warm Air Heating     |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil Warm Air Heating     |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Gas Heating     |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Oil Heating     |
| <input type="checkbox"/> | <input type="checkbox"/> | Light Refrigeration      |
| <input type="checkbox"/> | <input type="checkbox"/> | Commercial Refrigeration |
| <input type="checkbox"/> | <input type="checkbox"/> | Chillers                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Control Systems          |

## Job Skills

- Brazing
- Welding
- Electrical
- Sheet Metal
- Carpentry
- Other: \_\_\_\_\_

## Licenses

- HVAC Contractor
- Plumbing Journeyman
- Master Plumber
- Electrical
- Other: \_\_\_\_\_

# Work History

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Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Address
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

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Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

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Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

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Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

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# References

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

**1.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

**2.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

**1.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

**2.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
How Acquainted

# Emergency Contact

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number, Including Area Code

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

# Driving Information

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

Yes  No

\_\_\_\_\_  
State License Expiration Date

Has your driver's license ever been suspended for any reason?

Yes  No

\_\_\_\_\_  
If Yes, Please Explain

Do you have personal automobile insurance?

Yes  No

\_\_\_\_\_  
Insurance Company

Has your personal automobile insurance ever been cancelled?

Yes  No

\_\_\_\_\_  
If Yes, Please Explain

List all moving traffic violations from the past five years.

\_\_\_\_\_  
Offense Date Location

\_\_\_\_\_  
Offense Date Location

\_\_\_\_\_  
Offense Date Location

\_\_\_\_\_  
Offense Date Location

\_\_\_\_\_  
Offense Date Location

# Work Availability

Do you have any objections to working overtime?

Yes  No

Do you have any objections to being on call?

Yes  No

If needed, would you be able to work overtime with little notice?

Yes  No

Can you work on Saturday?

Yes  No

Can you work on Sunday?

Yes  No

# Supplemental Information

Please describe any additional training, qualifications, or other factors we should be aware of.

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How do you feel you can contribute to the J C Warner team?

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Why do you want to work at J C Warner?

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# Applicant's Statement

By signing this application, I agree to the following:

\_\_\_\_\_  
Acknowledge By  
Initialing

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

\_\_\_\_\_  
Acknowledge By  
Initialing

I understand that nothing in this employment application, nor anything said to me by any representative of **J C Warner** during the interview process or afterwards shall constitute a contract of employment or other employment rights.

\_\_\_\_\_  
Acknowledge By  
Initialing

I authorize **J C Warner** to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide **J C Warner** with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

\_\_\_\_\_  
Acknowledge By  
Initialing

If hired, I authorize **J C Warner** to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that **J C Warner** at its sole discretion deems appropriate.

\_\_\_\_\_  
Acknowledge By  
Initialing

If I am employed by **J C Warner**, I agree to conform to **J C Warner** rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by **J C Warner**, at any time, without prior notice, at the sole discretion of **J C Warner** management. I agree to conform to any changes in **J C Warner** rules, regulations, and policies.

\_\_\_\_\_  
Acknowledge By  
Initialing

If employed by **J C Warner**, I acknowledge that my employment is completely "at will." My employment with **J C Warner** may be terminated with or without cause, at any time, by me or by **J C Warner**.

\_\_\_\_\_  
Acknowledge By  
Initialing

I acknowledge that no representative or employee of **J C Warner** has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

\_\_\_\_\_  
Acknowledge By  
Initialing

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of **J C Warner**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Notes:

Many contracting companies use generic employment applications. This is a mistake. The employment application can serve three functions. First, it's primary role is to collect information about potential employees that helps you evaluate the candidate and ask better questions during the interview. The second role is to provide your company with legal protection in today's hypersensitive legal environment. The third, and often overlooked role, is to market your company to prospective employees.

The Ultimate HVAC Employment Application serves all three roles for HVAC contractors. It is longer than most employment applications, yet easier for candidates to complete. In addition, many pages can be omitted if you want to reduce the size of the application.

The first page is a title page. It helps serve as a file cover for the application. This page includes an equal opportunity employment statement. If you delete this page, you should add an equal opportunity employment statement elsewhere.

The second page presents your company to the prospective employee. It presents background information on your company and highlights the benefits you offer. You will need to edit this information to match your company. Plus, you should provide a picture with smiling, happy employees or a clean company truck. This page can be deleted, if necessary.

The third page collects personal data, common to any employment application. It also collects information about the type of position sought. Edit this to be consistent with your company's positions. This page also collects information about the ability of the employee to work in the U.S., felony convictions, physical limitations, and layoff recall potential.

The fourth page collects information about the candidates education, training, certifications, technical skills, computer skills, and licenses. Modify this to match your company unique features. For example, if you use a certain brand of business software to run your company, you might replace "QuickBooks" with the brand of software you use.

The fifth page collects information on the past four employers. The sixth page collects references and emergency contact information. This page can be deleted, if necessary.

The seventh page collects information about a prospective employee's driving record. According to AllBusiness.com...

"As long as the position requires the employee to drive (other than to and from work), you may ask questions regarding the applicant's driving records, valid driver's license and any driving violations."

"If the potential employee will be working as a driver for your company, you'd be putting your company at risk by not checking that person's driving record. That check could save you thousands of dollars in legal fees down the road. You don't want an unlicensed driver crashing your delivery truck or a known speed demon transporting your clients, do you?"

The seventh page also collects information about a candidate's willingness to work overtime, on call, and on weekends. This page can be deleted if you are uncomfortable with the questions. For office personnel and other people who would not drive company vehicles, the page should be omitted.

The eight page is another unique one. You ask three open-ended questions where the candidate can offer other information you might want to consider, identifies how he or she can contribute, and states why the candidate wants to work at your company. This is an opportunity for a potential employee to stand out and sell himself or herself. It can be deleted, if necessary.

The final page contains the applicant's statement, where the applicant acknowledges company rights and releases the company from liability. As our attorneys advise us to note, this (and other components of this application) should be reviewed by a labor law attorney, versed in your local and state labor laws. If you do not elect to use this applicant's statement, make sure you use one for your own protection.