



Please read carefully:

**EMPLOYMENT HISTORY: Your application *will not* be considered unless every question in this section is answered. Please provide the correct telephone numbers of past employers.**

**MOST RECENT EMPLOYER**

Full time  Part time  Temporary

Are you still working? YES  NO

If YES, may we contact? YES  NO

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Month/Year Month/Year

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**SECOND MOST RECENT EMPLOYER**

Full time  Part time  Temporary

Are you still working? YES  NO

If YES, may we contact? YES  NO

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Month/Year Month/Year

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**THIRD MOST RECENT EMPLOYER**

Full time  Part time  Temporary

Are you still working? YES  NO

If YES, may we contact? YES  NO

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Month/Year Month/Year

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**REFERENCES:** Include only individuals familiar with work ability. Do not include family members.

\_\_\_\_\_  
Name Address/Telephone Years known Relationship

\_\_\_\_\_  
Name Address/Telephone Years known Relationship

\_\_\_\_\_  
Name Address/Telephone Years known Relationship

Are you legally eligible to be employed in the United States? YES  NO  (Proof of identity and eligibility will be required upon employment)

How Did You Hear About Us?

Newspaper Ad  Employment Agency  Current Employee \_\_\_\_\_  Other \_\_\_\_\_

Have you ever worked for this company before? YES  NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Do you have any relatives employed with this company? YES  NO

If YES, list names, positions: \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If YES, please list when, where, nature of the charge: \_\_\_\_\_

(A conviction record will not necessarily disqualify applicant)

Are you over the age of 18? Yes  No

Have you ever been fired or asked to resign from a job? Yes  No  If yes, please explain: \_\_\_\_\_

**EDUCATION:**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

If applicable, college level completed: 1 2 3 4

Degree(s), License(s), Certification(s) held: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

Other training or trade schools: \_\_\_\_\_

**TRAINING AND SKILLS:**

Computer Software you can Operate: \_\_\_\_\_

Which Languages other than English do you speak fluently? \_\_\_\_\_

Please list any other job-related training or skills you possess: \_\_\_\_\_

Answer the following questions ONLY if the position sought requires the operation of a motor vehicle.

Do you have a valid Driver's License? YES  NO

If YES, DL# \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Any moving violations in past 3 yrs? YES  NO

If YES, please describe: \_\_\_\_\_

COMMENTS: Use this space for any additional information you wish to share that may assist us in reviewing your qualifications.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT INFORMATION TO APPLICANT**

Federal law prohibits the company from hiring any person unless he/she presents documents which establish identity and eligibility to work in the United States. Therefore, the company will require that each new hire present such documents as a condition of employment.

The use, possession, or being under the influence of illegal drugs or alcohol while on company time is prohibited. In addition, being under the influence of legally prescribed medication that causes either physical or mental impairment or judgment or work performance while on company time is also prohibited.

**PRE-EMPLOYMENT STATEMENT**

I understand that an investigative consumer report may be made concerning my character, reputation, personal characteristics and mode of living. I willingly consent to and authorize that such report be made, which may include information regarding my credit. Information as to the nature and scope of this report may be obtained upon written request.

I certify that all information supplied in this application, and any attached resume, is true and correct. I understand that, because *OASIS HEATING AND AIR, LLC* will rely on this application in making its employment decision, any false or misleading information furnished by me regarding this application will result in the rejection of this application or termination if employed by the company.

In consideration of my employment, I agree to conform to the rules and regulations of the company, and further agree that my employment and compensation are at the will of the company and can be terminated, with or without cause, at any time at the option of either the company or myself. I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I certify that the above statements have been read by me and that the statements I have made on this application are true and correct.

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

**RELEASE**

I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my former employers, all credit bureaus, all court systems, and all of their representatives to furnish to *OASIS HEATING AND AIR, LLC* or its representatives any and all information concerning my education, military service, former employment, credit history, and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise against any and/or all of them including *OASIS HEATING AND AIR, LLC* as a result of their furnishing information to the company.

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

**THIS APPLICATION IS CURRENT FOR ONLY SIXTY (60) DAYS. AT THE CONCLUSION OF THIS TIME, IF YOU WISH FURTHER CONSIDERATION FOR EMPLOYMENT, IT WILL BE NECESSARY TO SUBMIT A NEW APPLICATION.**