

# ***Chino Heating & Cooling, Inc.***

**550 N. Hwy. 89, Chino Valley, Arizona 86323  
(928)636-2955 Fax (928)636-1857**

## **AN EQUAL OPPORTUNITY EMPLOYER**

### **A Drug Free Work Place**

It is the policy of Chino Heating & Cooling, Inc. to provide employment opportunities without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

## **APPLICATION FOR EMPLOYMENT**

**IMPORTANT:** Please fill in your response above each line unless otherwise indicated. All answers must be printed or typed. Answers that are illegible or incomplete may prevent us from considering your application.

### **PERSONAL DATA**

---

FIRST NAME	MIDDLE	LAST	SOCIAL SECURITY NUMBER	
------------	--------	------	------------------------	--

---

PRESENT ADDRESS IN FULL	CITY	STATE	ZIP	TELEPHONE
-------------------------	------	-------	-----	-----------

---

PERMANENT ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP	TELEPHONE
----------------------------------	------	-------	-----	-----------

---

ARE YOU LEGALLY AUTHORIZED YOUR VISA TYPE IF AVAILABLE TO WORK IN THE UNITED STATES?	VISA # AND EXPIRATION DATE TO
---	-------------------------------

DO YOU HAVE A VALID DRIVERS LICENSE?    Yes    No

LICENSE NUMBER:                      STATE:                      EXPIRATION DATE:

DO YOU ACCEPT TO ABIDE BY OUR ANTI-DRUG PROGRAM?                      YES                      NO

HAVE YOU EVER BEEN CONVICTED OF OR SENTENCED FOR ANY VIOLATION OF THE LAW? ?                      YES                      NO

IF YES, GIVE FULL PARTICULARS.

(THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT):

---

---

---

---

**POSITION INFORMATION**

POSITION APPLIED FOR : \_\_\_\_\_

REFERRAL SOURCE -

ADVERTISEMENT (specify): \_\_\_\_\_ AD NUMBER: \_\_\_\_\_

PLACEMENT FIRM (firm name): \_\_\_\_\_

SCHOOL PLACEMENT OFFICE (school name): \_\_\_\_\_

OTHER: \_\_\_\_\_

ARE YOU WILLING TO WORK ANY SHIFT, INCLUDING NIGHTS AND WEEKENDS? Yes No

HOW SOON FOLLOWING NOTIFICATION CAN YOU REPORT?

ARE YOU WILLING TO RELOCATE? YES NO

HAVE YOU EVER BEEN EMPLOYED BY THE COMPANY? YES NO

IF YES, WHEN? \_\_\_\_\_ WHERE? \_\_\_\_\_ POSITION? \_\_\_\_\_

ARE ANY RELATIVES, INCLUDING IN-LAWS, EMPLOYED AT THE COMPANY? YES NO

IF YES, GIVE NAME, RELATIONSHIP, POSITION AND LOCATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER PREVIOUSLY APPLIED FOR EMPLOYMENT AT THE COMPANY? Yes No

IF YES, WHEN? (MO.) \_\_\_\_\_ (YR.) \_\_\_\_\_

HAVE YOU EVER PREVIOUSLY BEEN INTERVIEWED BY THE COMPANY? Yes No

IF YES, WHEN? (MO.) \_\_\_\_\_ (YR.) \_\_\_\_\_ FOR WHAT POSITION? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# EDUCATION

---

LAST HIGH SCHOOL ATTENDED/complete address

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED? Yes No

---

COLLEGE OR UNIVERSITY/complete address

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED? Yes No

MAJOR \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_

---

COLLEGE OR UNIVERSITY/complete address

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED? Yes No

MAJOR \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_

---

OTHER (Technical, Vocation, Graduate, etc. complete address

ATTENDED FROM \_\_\_\_\_ TO \_\_\_\_\_ GRADUATED? Yes No

MAJOR \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_

LIST ANY SCHOLARSHIPS, ACADEMIC HONORS, AWARDS OR SPECIAL *ACHIEVEMENTS* :

---

IN WHAT LANGUAGES OTHER THAN ENGLISH CAN YOU CONVERSE?

\_\_\_\_\_ Fluent? Yes No

_____	Fluent?	Yes	No
_____	Fluent?	Yes	No

**EMPLOYMENT HISTORY**

**IMPORTANT!** STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER, LIST IN CONSECUTIVE ORDER ALL EMPLOYMENT AND PERIODS OF UNEMPLOYMENT SINCE YOU GRADUATED FROM OR LAST ATTENDED HIGH SCHOOL. ADDITIONAL EMPLOYMENT MAY BE LISTED ON A SEPARATE PAGE(S) IF NECESSARY.

PRESENT OR MOST RECENT EMPLOYER

_____	_____	_____	_____
FULL NAME OF COMPANY	TELEPHONE	SALARY - BEGIN/END	EMPLOYED - FROM/TO

_____	_____	_____	_____
STREET ADDRESS	CITY	STATE	ZIP CODE

\_\_\_\_\_

NAME & TITLE OF SUPERVISOR

_____	_____
TITLE OF YOUR POSITION	DEPARTMENT

\_\_\_\_\_

DUTIES

\_\_\_\_\_

REASON FOR LEAVING

PREVIOUS EMPLOYER

_____	_____	_____	_____
FULL NAME OF COMPANY	TELEPHONE	SALARY - BEGIN/END	EMPLOYED - FROM/TO

_____	_____	_____	_____
STREET ADDRESS	CITY	STATE	ZIP CODE

\_\_\_\_\_

NAME & TITLE OF SUPERVISOR

---

TITLE OF YOUR POSITION

DEPARTMENT

---

DUTIES

---

REASON FOR LEAVING

PREVIOUS EMPLOYER

---

FULL NAME OF COMPANY

TELEPHONE

SALARY -  
BEGIN/END

EMPLOYED -  
FROM/TO

---

STREET ADDRESS

CITY

STATE

ZIP CODE

---

NAME & TITLE OF SUPERVISOR

---

TITLE OF YOUR POSITION

DEPARTMENT

---

DUTIES

---

REASON FOR LEAVING

PREVIOUS EMPLOYER

---

FULL NAME OF COMPANY

TELEPHONE

SALARY -  
BEGIN/END

EMPLOYED -  
FROM/TO

---

STREET ADDRESS

CITY

STATE

ZIP CODE

---

NAME & TITLE OF SUPERVISOR

---

TITLE OF YOUR POSITION

DEPARTMENT

---

DUTIES

---

REASON FOR LEAVING

PREVIOUS EMPLOYER

---

FULL NAME OF COMPANY

TELEPHONE

SALARY -  
BEGIN/END

EMPLOYED -  
FROM/TO

---

STREET ADDRESS

CITY

STATE

ZIP CODE

---

NAME & TITLE OF SUPERVISOR

---

TITLE OF YOUR POSITION

DEPARTMENT

---

DUTIES

---

REASON FOR LEAVING

OTHER EMPLOYMENT

LIST PART-TIME EMPLOYMENT WHILE IN SCHOOL, INCLUDING COMPANY NAME(S), ADDRESSES, DATES OF EMPLOYMENT:

---

ARE THERE ANY PERIODS OF UNEMPLOYMENT AND/OR PART-TIME EMPLOYMENT SINCE YOU GRADUATED OR LAST ATTENDED HIGH SCHOOL WHICH ARE NOT LISTED ABOVE OR ON A SEPARATE SHEET?  Yes  No

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN SUSPENDED, PLACED ON PROBATION, ASKED TO RESIGN, DISCHARGED. OR TERMINATED?            Yes        No

IF YES, PLEASE EXPLAIN:

---

---

### SKILLS

TYPING SPEED (WORDS/MINUTE)

SHORTHAND (WORDS/MINUTE)

WORD PROCESSING/OFFICE PROGRAMS USED \_\_\_\_\_  
\_\_\_\_\_

INDICATE EXPERIENCE IN YEARS AND MONTHS FOR EACH AREA:

ACCOUNTING	_____	COMPUTER	_____
PAYROLL	_____	ADDING MACHINE	_____
BOOKKEEPING	_____		
STATISTICS	_____		

LIST ANY OTHER SKILLS YOU THINK MAY BE OF VALUE TO THE COMPANY, SUCH AS PROGRAMMING, ETC.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### MILITARY SERVICE AND STATUS

BRANCH OF SERVICE (IF NONE, STATE NONE): \_\_\_\_\_

MILITARY OCCUPATION: \_\_\_\_\_

DATE OF ENTRY INTO ACTIVE \_\_\_\_\_  
(MONTH/YEAR)

DATE OF SEPARATION: \_\_\_\_\_  
(MONTH/YEAR)

RANK AT THE TIME OF SEPARATION: \_\_\_\_\_

**PLEASE NOTE: FINAL PROCESSING PRIOR TO EMPLOYMENT WILL REQUIRE A REVIEW OF THE ORIGINAL OR A COPY OF YOUR MILITARY DISCHARGE AND/OR A REVIEW OF YOUR DD FORM 214.**

## APPLICANT'S CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY that my answers to the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information will result in the rejection of my application, or in dismissal if discovered subsequent to my employment.

I HEREBY AFFIRM that by execution of the application, I acknowledge that the Company has disclosed to me that an Investigative Consumer Report, including information as to my character, general reputation, personal characteristics, and mode of living may be made; and that I, upon written request to the Company made within a reasonable time after the date of this application, may obtain a complete and accurate disclosure of the nature and scope of the investigation requested.

I HEREBY AUTHORIZE the Company to request, and I ALSO AUTHORIZE AND REQUEST each former employer, school attended, and each person, firm, or corporation given as references above, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I HEREBY AFFIRM that by submitting this application I agree to submit to medical evaluations and/or examinations, including tests for the presence of illegal drugs or alcohol, prior to and during employment, within a time period prescribed by the Company and as often as directed during employment.

I HEREBY AUTHORIZE the medical examiner to disclose to the Company any and all findings and conclusions arrived at in any examination performed either prior to employment or during employment.

I UNDERSTAND that should I be given employment, such employment shall be for an indefinite period of time and may be terminated, at will, at anytime, for any reason, by me or by the Company without notice or without liability whatsoever, except for unpaid wages or salary earned by the date of termination. I further understand that only the Robert M. or Denisa R. Little of the Company has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to this at will standard and that any such agreement must be in writing.

I UNDERSTAND that if I am employed, the terms and conditions of my employment will be governed by this application and the Company's Terms of Employment and Policy and Procedures, as amended from time to time by the Company.

The Company operates under the principles of affording equal employment opportunity through affirmative action for qualified handicapped individuals, qualified veterans of the Vietnam era and qualified disabled veterans.

All applicants and employees who believe themselves to be members of one or more of these groups, and who wish to identify themselves as such for the purpose of affirmative action consideration are invited to do so.

Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding disabled veterans and handicapped individuals, as necessary, (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) governmental officials investigating compliance will be informed.

I wish to volunteer the following information (check one)

I do qualify under the following:

Do not qualify

Handicapped

Vietnam Era Veteran

Disabled Veteran



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

Thank you for completing this application. It will remain under consideration for six months. It will not be necessary for you to reapply during this six month period. Your interest in **Chino Heating & Cooling, Inc.** is appreciated.