

# **Powers Heating and Air Job Application**

**Please read all the following information before completing this application.**

- 1.** You **must** provide a valid copy of your driving record before your application is complete. You may pick one up at your local Department of Motor Vehicles Office.
- 2.** You will be required to take a drug test before your employment file is active. A \$28.00 fee must be paid to the clinic at the time of the test, when you pass your test and begin work, Powers Heating and Air will reimburse you the fee on your first paycheck. You will need to contact Cherri Powers for the appropriate paperwork to process your test. (this will be necessary after a job offer has been issued)
- 3.** Read through this application carefully and answers each question as fully as possible. Please make sure that your reference numbers are valid. If you have a resume please include it with this application.

**Thank you for taking the time to apply to work with us! We are always looking for qualified and reliable employees.**

**Cherri Powers**

**POWERS HEATING & AIR**  
**200 TIGER WAY**  
**PEACHTREE CITY, GA 30269**  
**770-487-2040 FAX: 678-364-1754**  
 cherri@callpowers.com

Today's Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Referred by: \_\_\_\_\_

Powers Heating and Air is an Equal Opportunity Employer and fully subscribes to, as well as, practices the principals of Equal Opportunity Employment. Therefore, prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, marital status or veteran status.

**PERSONAL INFORMATION:**

FULL NAME: \_\_\_\_\_

Address where currently living: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

How long at this address: \_\_\_\_\_ yrs Home Phone # \_\_\_\_\_ Mobile #/Pager: \_\_\_\_\_

**EDUCATION INFORMATION:**

NAME OF SCHOOL	CITY & STATE	TYPE SCHOOL	TYPE OF DEGREE	GRADUATED Y/N

HIGH SCHOOL DIPLOMA:  YES  NO GED:  YES  NO HVAC TECH DEGREE:  YES  NO

MILITARY HISTORY: VETERAN  YES  NO BRANCH: \_\_\_\_\_ TYPE DISCHARGE: \_\_\_\_\_

**PERSONAL REFERENCES:** (Please list at least 3 individuals who are not relatives)

NAME	RELATIONSHIP	TELEPHONE #	CITY, STATE	HOW LONG KNOWN

Please list all skills, experience, and any other information that will be helpful in determining your job qualifications:

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**EMPLOYMENT HISTORY:**

Please give accurate, complete full-time and part-time employment records. Start with present or most recent employer. Incomplete or false information is grounds for dismissal.

FROM: TO: POSITION: PHONE #:

COMPANY NAME

ADDRESS:

SUPERVISOR: DUTIES:

PAY - START: ENDING: REASON FOR LEAVING:

FROM: TO: POSITION: PHONE #:

COMPANY NAME

ADDRESS:

SUPERVISOR: DUTIES:

PAY - START: ENDING: REASON FOR LEAVING:

FROM: TO: POSITION: PHONE #:

COMPANY NAME

ADDRESS:

SUPERVISOR: DUTIES:

PAY - START: ENDING: REASON FOR LEAVING:

FROM: TO: POSITION: PHONE #:

COMPANY NAME

ADDRESS:

SUPERVISOR: DUTIES:

PAY - START: ENDING: REASON FOR LEAVING:

FROM: TO: POSITION: PHONE #:

COMPANY NAME

ADDRESS:

SUPERVISOR: DUTIES:

PAY - START: ENDING: REASON FOR LEAVING:

May we contact the employers you listed on the previous page? \_\_\_\_\_

If Not, please indicate those you do not want us to contact and list the reason as to why?

Do Not Contact: \_\_\_\_\_ Reason: \_\_\_\_\_

Do Not Contact: \_\_\_\_\_ Reason: \_\_\_\_\_

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Do you have reliable transportation to work? \_\_\_\_\_

When will you be available to start if hired? \_\_\_\_\_

Will you be available for evening and weekend work if needed? \_\_\_\_\_

Will you be available for overtime work if needed? \_\_\_\_\_

Are you under 18 years of age? \_\_\_\_\_ If yes, date of birth: \_\_\_\_\_

Have you ever applied for employment with Powers Heating and Air before? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, give details: \_\_\_\_\_

NOTE: Disclosure of convictions does not automatically disqualify you from employment considerations.

NOTE: Upon request, prior to commencement of employment, you must provide documents which establish your identity and authorization to work in the United States.

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