



# APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: \_\_\_\_\_

PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER(S) \_\_\_\_\_

HOW DID YOU LEARN ABOUT US? \_\_\_\_\_

TYPE OF EMPLOYMENT REQUESTED     Temporary     Part Time     Full Time

HAVE YOU EVER BEEN EMPLOYED BY OUR COMPANY     Yes     No

IF YOU ARE UNDER 18, CAN YOU PROVIDE PROOF OF ELIGIBILITY TO WORK?     Yes     No

ARE YOU CURRENTLY EMPLOYED?     Yes     No  
IF NOT HOW LONG SINCE YOUR LAST EMPLOYMENT? \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER?     Yes     No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA? (Proof of citizenship will be required upon employment)     Yes     No

ON WHAT DATE WILL YOU BE AVAILABLE FOR WORK: \_\_\_\_\_

ARE YOU CURRENTLY ON "LAYOFF STATUS" AND SUBJECT TO RECALL     Yes     No

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HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? (Conviction will not necessarily disqualify an applicant from employment) \_\_\_Yes \_\_\_No

IF YES, PLEASE EXPLAIN \_\_\_\_\_

**SECTION II – EDUCATIONAL INFORMATION**

HIGH SCHOOL \_\_\_\_\_

UNDERGRADUATE COLLEGE \_\_\_\_\_

GRADUATE PROFESSIONAL \_\_\_\_\_ OTHER \_\_\_\_\_

LANGUAGES SPOKEN: (Please indicate if you are how fluent & if you can also read & write the language)

**SECTION III – EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. If you need additional space to provide supplemental information, please write it on last page of this application.

**EMPLOYER #1** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DATES EMPLOYED \_\_\_\_\_

STARTING AND FINISHING HOURLY RATE/SALARY \_\_\_\_\_ To \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER #2** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DATES EMPLOYED \_\_\_\_\_

STARTING AND FINISHING HOURLY RATE/SALARY \_\_\_\_\_ To \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER #3** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DATES EMPLOYED \_\_\_\_\_

STARTING AND FINISHING HOURLY RATE/SALARY \_\_\_\_\_ To \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

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**SECTION IV – REFERENCES AND ADDITIONAL INFORMATION**

REFERENCE  
NAME \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

REFERENCE  
NAME \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**ADDITIONAL INFORMATION OR COMMENTS**

Add any additional information here that you believe will be helpful. You may be asked to provide hard copies of additional information, such as your resume or Employee Data Cards.

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

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**SECTION V – PERSONALITY TEST**

Circle the letter of each answer that best describes you on these 10 questions.

1. When do you feel your best?
  - (a) in the morning
  - (b) during the afternoon & early evening
  - (c) late at night
  
2. You usually walk:
  - (a) fairly fast, with long steps
  - (b) fairly fast, with short, quick steps
  - (c) less fast head up, looking the world in the face

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- (d) less fast, head down
  - (e) very slowly
3. When talking to people you:
- (a) stand with your arms folded
  - (b) have your hands clasped
  - (c) have one or both your hands on your hips
  - (d) touch or push the person to whom you are talking
  - (e) play with your ear, touch your chin, or smooth your hair
4. When relaxing, you sit with:
- (a) your knees bent with your legs neatly side by side
  - (b) your legs crossed
  - (c) your legs stretched out or straight
  - (d) one leg curled under you
5. When something really amuses you, you react with:
- (a) a big, appreciative laugh
  - (b) a laugh, but not a loud one
  - (c) a quiet chuckle
  - (d) a sheepish smile
6. When you go to a party or social gathering you:
- (a) make a loud entrance so everyone notices you
  - (b) make a quiet entrance, looking around for someone you know
  - (c) make the quietest entrance, trying to stay unnoticed
7. You're working very hard, concentrating hard, and you're interrupted do you:
- (a) welcome the break
  - (b) feel extremely irritated
  - (c) vary between these two extremes
8. Which of the following colors do you like most?
- (a) red or orange
  - (b) black
  - (c) yellow or light blue
  - (d) green
  - (e) dark blue or purple
  - (f) white
  - (g) brown or gray
9. When you are in bed at night, in those last few moments before going to sleep, you lie:
- (a) stretched out on your back
  - (b) stretched out face down on your stomach
  - (c) on your side, slightly curled
  - (d) with your head on one arm

(e) with your head under the covers

10. You often dream that you are:

- (a) falling
- (b) fighting or struggling
- (c) searching for something or somebody
- (d) flying or floating
- (e) you usually have dreamless sleep
- (f) your dreams are always pleasant

**SECTION VI – SUBMIT**

**THE APPLICANT MUST READ AND AGREE WITH THE FOLLOWING TEXT. AFTER READING, INITIAL THE LINES AND PRINT AND SIGN AT THE BOTTOM.**

\_\_\_\_\_ I certify that I have read and understand all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks that are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

\_\_\_\_\_ I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

\_\_\_\_\_ I understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

\_\_\_\_\_ If hired, I agree to abide by all the rules and policies of the employer.

\_\_\_\_\_ This certifies that this application was completed by me, and that all entries on it and information on it are true and complete to the best of my knowledge.

Print Name \_\_\_\_\_

Sign \_\_\_\_\_

Mid-Cities Air Conditioning is a Drug & Nicotine free company that requires drug/nicotine screen prior to employment and random testing after hire. See company manual for dress, hair, and appearance requirements. **\*\*\*PLEASE ATTACH A COPY OF CURRENT DRIVERS LICENSE & COPY OF EPA\*\*\***

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