



Employment Application

APPLICANT INFORMATION

Last Name _____ First Name _____ M.I. _____

Date _____ Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP _____

Phone _____ E-mail Address _____

Date Available _____ Social Security No. _____ Desired Salary _____

Position Applied for _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Were you referred to this company by a current or former employee or customer? Yes No

If yes, who? _____ How did you hear about our company? _____

EDUCATION

High School _____ Address _____

From _____ To _____ Did you graduate? Yes No Degree _____

College _____ Address _____

From _____ To _____ Did you graduate? Yes No Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate? Yes No Degree _____

REFERENCES

Please list three professional references.

Full Name _____ Relationship _____

Company _____ Phone _____ Address _____

Full Name _____ Relationship _____

Company _____ Phone _____ Address _____

Full Name _____ Relationship _____

Company _____ Phone _____ Address _____

PREVIOUS EMPLOYMENT – LAST SEVEN YEARS (LIST MOST RECENT FIRST)

Most Recent Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

MILITARY SERVICE

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

EMPLOYMENT INFORMATION

When are you available to start work? _____ Desired Employment Type: Full-Time Part-Time

Desired Salary (Per Hour) _____ What is your ideal position and work schedule? _____

What are your long-term career goals? _____

Are you available to work overtime? Yes No Are you available to work weekends? Yes No

Do you have a valid driver's license? Yes No **PLEASE** Attach a Copy to this Application

If yes, please provide license number _____ and state: _____

Will you be able to perform the essential job functions for the position you are applying, either with or without reasonable accommodations? Yes No



BACKGROUND DATA

Our company may conduct a drug test and criminal records investigation. A conviction on your record may not necessarily bar you from employment with our company.

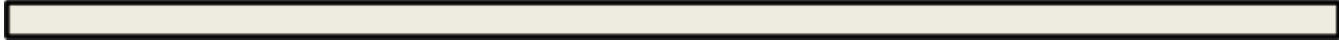
Have you ever been convicted of a felony? Yes No

If yes, explain _____

Are you currently out on bail or released on your own recognizance pending trial? Yes No

If yes, explain _____

Can you pass a pre-employment drug test? Yes No



KNOWLEDGE AND SKILLS

Please rate your skills and knowledge from 1-5 in each of the following areas: (1 is no experience and 5 is expert – not all areas may apply)

Air Conditioning		Commercial Air Conditioning	
Residential Refrigeration		Commercial Refrigeration	
Boiler systems		Commercial kitchen repair	
Preventive maintenance		Forced air furnaces	
Electrical troubleshooting		Mini Splits	

List equipment brands you are familiar working on: _____

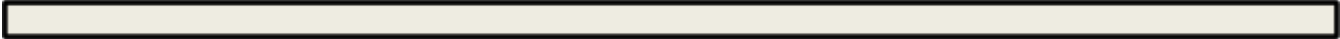
List your three top areas of expertise (e.g., refrigeration, commercial HVAC, chillers, etc): _____

List any computer or dispatch software you are familiar with: _____

Have you ever worked with or used electronic handheld devices to invoice customers and track equipment? Yes No

Please attach Resume, copy of valid Drivers license and any Acquired Certifications: Including but not limited to:

- North American Technician Certifications (NATE)
- Boilers Operators License
- EPA Refrigeration Handling Card
- Other Training certifications



ADDITIONAL INFORMATION, DISCLAIMER AND SIGNATURE

Persons with Disabilities/Vietnam Veterans, Disabled Veterans and Other Covered Veterans

The Americans with Disabilities Act (ADA) and Section 503 of the Rehabilitation Act of 1973 prohibit employment discrimination against qualified individuals with disabilities. Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Veterans Employment Opportunity Act of 1998, eliminates barriers of employment for veterans. Our companies willingly comply with these laws.

Application Information Please read the following statements and ask for clarification, if needed, before you sign this application. Applicants will be considered regardless of race, color, religion, gender, national origin, citizenship status, sexual orientation, age, marital status, veteran status, or the presence of a medical condition or disability.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that the completion of this application does not indicate that there are any positions open and does not in any way obligate Cross Winds Heating and Cooling to hire me or offer me a job.

Permission is hereby granted to any school, person, firm, or corporation whether my former employer or otherwise to give this company any relevant information that may be required to arrive at an employment decision. I hereby release this company, its officers, employees, representatives or agents from any liability and/or damages incurred by myself in obtaining such information.

I understand that as a matter of company policy, my employment and compensation shall continue so long as mutually agreeable, and may be terminated by the company or me without cause or notice. No policy or statement by any company representative (other than a formal employment agreement signed by an officer of the corporation) is to be considered a contract of employment, whether expressed or implied, for any specific period of time or upon any continuing term.

This company reserves the right to use any method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action. As a condition of employment, if hired, I agree to cooperate in any such investigation. As a condition of my employment, I

voluntarily agree to cooperate in submitting to any blood or urine tests requested by the company as well as any searches of my person or property, while employed by the company and I recognize that a refusal to cooperate in such tests or searches would be grounds for discipline including termination.

I understand that if hired, the company due to any misrepresentation, misinformation or inaccuracy of the statement contained herein may terminate my employment. I authorize the company to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience as required by the company. If hired, I agree to conform to the rules and regulations of Cross Winds Heating and Cooling. I also attest that I am authorized to work in the United States. I understand this application will remain for 30 days. If I have not been hired by that date, I must renew my application to be considered for future employment.

Signature: _____

Date: _____



Submit to : Cross Winds Heating & Cooling PO Box 137 Big Timber MT 59011
Email: mtcrosswinds@yahoo.com
Phone: (406) 932-5760