

BURKHOLDER'S HVAC

383 MINOR STREET
 EMMAUS PA 18049
 610-965-9736
 Employment Application



| APPLICANT INFORMATION | | | | | | | | | | | | | | | |
|---|--|----|--|------------------------------|--|------------------------------|--|--|--|--------|--|------------------------------|--|-----------------------------|--|
| Last Name | | | | First | | | | 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 <input type="checkbox"/> | | NO <input type="checkbox"/> | | If no, are you authorized to work in the U.S.? | | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | |
| Have you ever worked for this company? | | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | If so, when? | | | | | | | |
| Have you ever been convicted of a felony? | | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | If yes, explain | | | | | | | |
| EDUCATION | | | | | | | | | | | | | | | |
| High School | | | | Address | | | | | | | | | | | |
| From | | To | | Did you graduate? | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | Degree | | | | | |
| College | | | | Address | | | | | | | | | | | |
| From | | To | | Did you graduate? | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | Degree | | | | | |
| Other | | | | Address | | | | | | | | | | | |
| From | | To | | Did you graduate? | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | Degree | | | | | |
| REFERENCES | | | | | | | | | | | | | | | |
| <i>Please list three professional references.</i> | | | | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | | | | |
| Company | | | | Phone | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | | | | |
| Company | | | | Phone | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | | | | |
| Company | | | | Phone | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | |

PREVIOUS EMPLOYMENT

| | | | |
|---|--------------------|--------------------|--|
| 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 <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> NO <input type="checkbox"/> | | | |

MILITARY SERVICE

| | | |
|----------------------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |
| If other than honorable, explain | | |

Personal Information

Are you currently working? _____

What is your salary requirement? _____

When would you be available to start? _____

| |
|--|
| Why would you like to work here? |
| |
| |
| What character traits do you have that will make a positive impact on Burkholder's growth? |
| |
| |
| What steps do you follow to study a problem before you make a decision? |
| |
| |
| What are you looking for in terms of advancement potential or career growth? |
| |
| |
| What is your motivation to Succeed? |
| |
| |
| |

DISCLAIMER AND SIGNATURE

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above and further authorize you to conduct credit and criminal background checks. my answers are true and complete to the best of my knowledge.

Note: We are a DRUG FREE employer. Before hiring you, we will require drug testing and may require additional drug tests in the future.

Signature

Date

RESULTS - FOR HR USE ONLY

Employed Yes No

If yes, Job Title _____ Department _____

Start Date: _____

Interviewed by:

Date: