Employment Application



Larry's Heating and Cooling
2401 Broadway Ave, Ste:3
Yankton SD, 57078
605-665-9461

www.larrysheatingandcooling.com
wecare@larrysheatingandcooling.com

Applicant's Name (Last, First, Middle Initial): _____

Application Date: _____

Please Read Before Beginning: The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted, this document will be kept confidential and remain the property of Larry's Heating and Cooling.

Larry's Heating and Cooling is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

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About Larry's Heating and Cooling



Larry's Heating and Cooling was started 1982 by Larry Olson. Larry's targets the residential and light commercial service and replacement markets. The company does work with several custom home builders and will perform new installations for these companies.

Larry's is an established contracting company with an excellent reputation for performance and as a place to work. The company cares about employees, and insists that employees care about customers.

Larry's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Standard service hours are from 7:00 a.m. to 7:00 p.m. Monday through Saturday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time. Employees are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for 90 days.

Benefits

Larry's offers very competitive pay and benefits. The benefits include:

- Paid Holidays (6 per year)
- Paid Personal Time Off (5 days during the Year 1 through 5, 10 days a year after 5yrs worked, and 15 days a year after 10 years worked)
- Social Security
- Paid Retirement
- Workman's Compensation Insurance
- Health Insurance
- Life Insurance
- Long-Term Disability
- Employee Suggestion Program
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Safety Awards
- Profit Sharing
- Employee purchase program
- Company Training
- External Training

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Personal Data

Date

First Name | Middle Name | Last Name | Social Security Number

Street Address | City | State | Zip

May we contact you at your work phone? ☐ Yes ☐ No

Are you 18 years old or over? ☐ Yes ☐ No

If you are under 18, do you have a work permit? ☐ Yes ☐ No

Home Phone | Mobile Phone | Work Phone

Have you worked for us before?

☐ Yes ☐ No

If yes, when? | If yes, under what name? | If yes, what position(s) did you hold?

Position Desired

Type of work you are applying for:

- ☐ Laborer
- ☐ Technician's Assistant
- ☐ Shop
- ☐ Sales
- ☐ Maintenance Technician
- ☐ Installation Technician
- ☐ Service Technician
- ☐ Dispatch
- ☐ Customer Service Rep
- ☐ Office
- ☐ Managerial

Type of schedule:

- ☐ Part-Time
- ☐ Full-Time
- ☐ Days
- ☐ Nights
- ☐ Weekends
- ☐ Regular
- ☐ Temporary
- ☐ Seasonal (i.e., summer)
- ☐ Any

☐ Other (describe): _____

Date Available: _____

How did you select Larry's Heating and Cooling (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, can you provide verification of your identity and legal right to work in the United States?

☐ Yes ☐ No

Have you ever been convicted of a felony (Do not identify convictions that have been sealed, expunged, dismissed, pardoned, or otherwise eradicated)?

☐ Yes ☐ No

If you are not a U.S. citizen, what is your visa status?

Do you have any physical limitations that may inhibit your ability to perform the tasks required of the position you are applying for?

☐ Yes ☐ No

If yes, please explain

Are you currently on "lay off" status and subject to a recall?

☐ Yes ☐ No

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Education

School Name	Location	Years Attended	Years Completed (Circle)	Diploma Or Degree (Circle)	Major Field of Study
			High School 9 10 11 12	Y N	
			Trade School 1 2 3 4	Y N	
			College 1 2 3 4	Y N	
			Grad School 1 2 3 4	Y N	
			Other	Y N	

Post Graduate Training Or Certifications	Date	Description

Technical/Computer Skills

Office/Software

- ☐ Microsoft Publisher
- ☐ Microsoft Excel
- ☐ Microsoft Access
- ☐ Microsoft Word
- ☐ Quick Books Pro
- ☐ Adobe Photoshop
- ☐ Switchboard
- ☐ 10-Key
- ☐ Bookkeeping
- ☐ Load Calculation
- ☐ Other:

HVAC

Service	Install	
☐	☐	Air Conditioning
☐	☐	Air Distribution
☐	☐	Air to Air Heat Pump
☐	☐	Gas Warm Air Heating
☐	☐	Oil Warm Air Heating
☐	☐	Hydronic Gas Heating
☐	☐	Hydronic Oil Heating
☐	☐	Light Refrigeration
☐	☐	Commercial Refrigeration
☐	☐	Chillers
☐	☐	Control Systems

Job Skills

- ☐ Brazing
- ☐ Welding
- ☐ Electrical
- ☐ Sheet Metal
- ☐ Carpentry
- ☐ Other:

Licenses

- ☐ HVAC Contractor
- ☐ Plumbing Journeyman
- ☐ Master Plumber
- ☐ Electrical
- ☐ Other:

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Work History

Employer (Most Recent) | Job Title | Supervisor

Employed From (Mo/Yr) | Employed To (Mo/Yr) | If Still Employed By This Company, May We Contact Your Supervisor? ☐ Yes ☐ No | Employer Address | Telephone Number, Including Area Code

Starting Pay Rate/Salary | Ending Pay Rate/Salary | Job Duties/Work Performed

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Employer (Next Most Recent) | Job Title | Supervisor

Employed From (Mo/Yr) | Employed To (Mo/Yr) | Employer Address | Telephone Number, Including Area Code

Starting Pay Rate/Salary | Ending Pay Rate/Salary | Job Duties/Work Performed

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Employer (Next Most Recent) | Job Title | Supervisor

Employed From (Mo/Yr) | Employed To (Mo/Yr) | Employer Address | Telephone Number, Including Area Code

Starting Pay Rate/Salary | Ending Pay Rate/Salary | Job Duties/Work Performed

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Employer (Next Most Recent) | Job Title | Supervisor

Employed From (Mo/Yr) | Employed To (Mo/Yr) | Employer Address | Telephone Number, Including Area Code

Starting Pay Rate/Salary | Ending Pay Rate/Salary | Job Duties/Work Performed

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References

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

1.

Name | Phone Number, Including Area Code

Address | How Acquainted

2.

Name | Phone Number, Including Area Code

Address | How Acquainted

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

1.

Name | Phone Number, Including Area Code

Address | How Acquainted

2.

Name | Phone Number, Including Area Code

Address | How Acquainted

Emergency Contact

Name | Relationship

Address | Phone Number, Including Area Code

City | State | Zip

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Driving Information

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

☐ Yes ☐ No

State _____ License _____ Expiration Date _____

Has your driver's license ever been suspended for any reason?

☐ Yes ☐ No

If Yes, Please Explain _____

Do you have personal automobile insurance?

☐ Yes ☐ No

Insurance Company _____

Has your personal automobile insurance ever been cancelled?

☐ Yes ☐ No

If Yes, Please Explain _____

List all moving traffic violations from the past five years.

Offense _____ Date _____ Location _____

Offense _____ Date _____ Location _____

Offense _____ Date _____ Location _____

Offense _____ Date _____ Location _____

Offense _____ Date _____ Location _____

Work Availability

Do you have any objections to working overtime?

☐ Yes ☐ No

Do you have any objections to being on call?

☐ Yes ☐ No

If needed, would you be able to work overtime with little notice?

☐ Yes ☐ No

Can you work on Saturday?

☐ Yes ☐ No

Can you work on Sunday?

☐ Yes ☐ No

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Supplemental Information

Please describe any additional training, qualifications, or other factors we should be aware of.

How do you feel you can contribute to the Larry’s Heating and Cooling team?

Why do you want to work at Larry’s Heating and Cooling?

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Applicant's Statement

By signing this application, I agree to the following:

_____
Acknowledge By Initialing

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

_____
Acknowledge By Initialing

I understand that nothing in this employment application, nor anything said to me by any representative of Larry's Heating and Cooling during the interview process or afterwards shall constitute a contract of employment or other employment rights.

_____
Acknowledge By Initialing

I authorize Larry's Heating and Cooling to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide Larry's Heating and Cooling with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

_____
Acknowledge By Initialing

If hired, I authorize Larry's Heating and Cooling to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that Larry's Heating and Cooling at its sole discretion deems appropriate.

_____
Acknowledge By Initialing

If I am employed by Larry's Heating and Cooling, I agree to conform to Larry's Heating and Cooling's rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by Larry's Heating and Cooling, at any time, without prior notice, at the sole discretion of Larry's Heating and Cooling management. I agree to conform to any changes in Larry's Heating and Cooling rules, regulations, and policies.

_____
Acknowledge By Initialing

If employed by Larry's Heating and Cooling, I acknowledge that my employment is completely "at will." My employment with Larry's Heating and Cooling may be terminated with or without cause, at any time, by me or by Larry's Heating and Cooling.

_____
Acknowledge By Initialing

I acknowledge that no representative or employee of Larry's Heating and Cooling has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

_____
Acknowledge By Initialing

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of Larry's Heating and Cooling.

Signature _____ Date _____

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Notes:

Many contracting companies use generic employment applications. This is a mistake. The employment application can serve three functions. First, it's primary role is to collect information about potential employees that helps you evaluate the candidate and ask better questions during the interview. The second role is to provide your company with legal protection in today's hypersensitive legal environment. The third, and often overlooked role, is to market your company to prospective employees.

The Ultimate HVAC Employment Application serves all three roles for HVAC contractors. It is longer than most employment applications, yet easier for candidates to complete. In addition, many pages can be omitted if you want to reduce the size of the application.

The first page is a title page. It helps serve as a file cover for the application. This page includes an equal opportunity employment statement. If you delete this page, you should add an equal opportunity employment statement elsewhere.

The second page presents your company to the prospective employee. It presents background information on your company and highlights the benefits you offer. You will need to edit this information to match your company. Plus, you should provide a picture with smiling, happy employees or a clean company truck. This page can be deleted, if necessary.

The third page collects personal data, common to any employment application. It also collects information about the type of position sought. Edit this to be consistent with your company's positions. This page also collects information about the ability of the employee to work in the U.S., felony convictions, physical limitations, and layoff recall potential.

The fourth page collects information about the candidates education, training, certifications, technical skills, computer skills, and licenses. Modify this to match your company unique features. For example, if you use a certain brand of business software to run your company, you might replace "QuickBooks" with the brand of software you use.

The fifth page collects information on the past four employers. The sixth page collects references and emergency contact information. This page can be deleted, if necessary.

The seventh page collects information about a prospective employee's driving record. According to AllBusiness.com…

"As long as the position requires the employee to drive (other than to and from work), you may ask questions regarding the applicant's driving records, valid driver's license and any driving violations."

"If the potential employee will be working as a driver for your company, you'd be putting your company at risk by not checking that person's driving record. That check could save you thousands of dollars in legal fees down the road. You don't want an unlicensed driver crashing your delivery truck or a known speed demon transporting your clients, do you?"

The seventh page also collects information about a candidate's willingness to work overtime, on call, and on weekends. This page can be deleted if you are uncomfortable with the questions. For office personnel and other people who would not drive company vehicles, the page should be omitted.

The eight page is another unique one. You ask three open-ended questions where the candidate can offer other information you might want to consider, identifies how he or she can contribute, and states why the candidate wants to work at your company. This is an opportunity for a potential employee to stand out and sell himself or herself. It can be deleted, if necessary.

The final page contains the applicant's statement, where the applicant acknowledges company rights and releases the company from liability. As our attorneys advise us to note, this (and other components of this application) should be reviewed by a labor law attorney, versed in your local and state labor laws. If you do not elect to use this applicant's statement, make sure you use one for your own protection.