

# VIVIANO

Heating & Air Conditioning, Inc.

## Application for Employment

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion, creed, color, national origin or disability.

**DO NOT provide or write any information that is not directly requested on the application**

### Personal Information of Applicant

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Have you ever applied for employment with us?  Yes  No

If so, when? \_\_\_\_\_ Position Desired \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Can you provide proof that you are 18 years of age?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If you answered yes to the above question please explain \_\_\_\_\_

Are you applying for a position that requires you to drive a company vehicle?  Yes  No

License # \_\_\_\_\_ State \_\_\_\_\_

NOTE: Individuals applying for a position that requires them to drive a vehicle must have a valid driver's license and submit to a vehicle and driving background check.

Date \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Social Security No. \_\_\_\_\_

Expected Pay \_\_\_\_\_

When are you available? \_\_\_\_\_

Are you willing to work overtime if asked? \_\_\_\_\_

NOTE: Proof of eligibility of employment will be required as a condition of employment.

NOTE: Conviction of a felony does not necessarily disqualify you for employment. Do not include sealed or expunged convictions.

### Education of Applicant

School	Name of School	Course of Study	Years Completed	Did you Graduate	Degree/Diploma
College	_____	_____	_____	_____	_____
High School					
Other					

### References

Name	Business Title	Address & Phone Number	Relationship	Yrs. Acquainted

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May we contact your Current Employer  Yes  No

<b><i>Employment History</i></b>				
Company Name:				
Address:				
City, State, Zip:				
Supervisor s Name:				
Employed from (State Month & Year):				
Employed to:				
Weekly Pay Rate:				
Reason for Leaving				

## ***Certification and Authorization: Please read carefully before signing***

I understand that the completion of this application does not indicate that there are any positions open and does not in any way obligate VIVIANO Heating and Cooling Inc. 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 VIVIANO Heating and Cooling Inc. 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.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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