

TUFFY'S AIR CONDITIONING & HEATING SERVICE, INC.

Employment Application

| APPLICANT INFORMATION | | | | | | | | | | |
|---|--|---|-----------------------------|--|---|--|--|------|--|--|
| Last Name | | | | First | | | M.I. | Date | | |
| Street Address | | | | | | | Apartment/Unit # | | | |
| City | | | | State | | | ZIP | | | |
| Home # | | Cell # | | | E-mail Address | | | | | |
| Date Available | | | Social Security No. | | | | Driver's License No. | | | |
| What is your means of transportation to work? | | | | | | | | | | |
| Have you had any accidents during the past three years? | | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | How many? | | | |
| Have you had any moving violations during the past three years? | | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | How many? | | | |
| Position Applied for | | | Desired Salary | | When are you available to start work? | | | | | |
| Employment desired | | Full-time Only <input type="checkbox"/> | | | Part-time Only <input type="checkbox"/> | | Full or Part-Time <input type="checkbox"/> | | | |
| 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 number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. | | | | |

| 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 | | | |
| Business or Trade School | | | | Address | | | | | |
| From | To | Did you graduate? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | | |
| Professional School | | | | 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

DISCLAIMER AND SIGNATURE

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.

Signature

Date