

# H&H Service Co., Inc. *Heating and Cooling since 1972*

Please save this form on your computer and complete it. Then compose email to [Careers@HHSERVICECompany.com](mailto:Careers@HHSERVICECompany.com) and attach it with your resume. Don't forget to state the job position and number in the subject line.

## Job Application Form

**Both sides of this application must completely filled out for employment consideration. No part of this application will be considered complete by reference to resume or if the application is not signed.**

NOTICE: (1) All applicants are considered for employment without regard to race, color, religion, sex, national origin, age, disability or legally protected status. (2) Applicants are not hired during the interview process. Hiring occurs after successful completion of initial training. (3) Please fill out this application completely on both sides and SIGN it.

### Please print

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

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone Number \_\_\_\_\_ Mobile/Cell Number \_\_\_\_\_ Work Number \_\_\_\_\_

Email address \_\_\_\_\_ Website / blog \_\_\_\_\_

### Position applying for

Sales Rep ☐ Technician ☐ Dispatcher ☐ Project Director ☐ Other ☐ (state) \_\_\_\_\_

Date available for work \_\_\_\_\_ May we contact your present employer? Yes ☐ No ☐ Are you over 18? Yes ☐ No ☐

Legally authorized to work in USA? Yes ☐ No ☐

If not U.S. citizen, provide work visa number \_\_\_\_\_

Have you ever (a) been convicted of a felony, or crime involving theft or dishonesty? Yes ☐ No ☐

(Note: A Yes response does not necessarily exclude an applicant from employment)

(b) been discharged or forced to resign any position? Yes ☐ No ☐

If "Yes", to (a) or (b) above, please give complete details: \_\_\_\_\_

Have you ever been convicted of a traffic offence including, but not limited to: Driving under the influence of alcohol/drugs; Refusing to take an alcohol/drug usage test; Reckless driving; Homicide, manslaughter or assault arising out of the use of a vehicle; Eluding a police officer; Assault with motor vehicle; Leaving the scene of an accident; Making a false accident report; Drag racing; License suspension; Driving while license is suspended?

Yes ☐ No ☐

If "Yes", please give complete details \_\_\_\_\_

List any language in which you can conduct business \_\_\_\_\_

Are you a party to any restrictive covenants which would preclude or limit your employment with us? Yes ☐ No ☐

**DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE)**

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Interviewed: \_\_\_\_\_ Date: \_\_\_\_\_ Recommend for :

Approved for Training by : \_\_\_\_\_ Date: \_\_\_\_\_

☐ Sales Dept.

☐ Finance Dept.

Training to start on: \_\_\_\_\_

☐ Operation Dept.

☐ Admin Dept.

Employment: List most recent employer and work back. Give complete addresses. If the following includes self-employment, state name of business, address and bank reference during the self-employment. This must be completely filled out for employment consideration; no reference to a resume will be accepted.

Date of Employment Month/Year	Complete Name, Number and Street, State and Zip Code	Annual Earnings	Type your Title, Duties Supervisor and State Reason for Leaving
From	Company	Start	
To		To	
From	Company	Start	
To		To	
From	Company	Start	
To		To	
From	Company	Start	
To		To	
From	Company	Start	
To		To	

Give the names of three references other than relatives or former employers

Name in full	Number and Street, State, Zip Code and Phone Number	Occupation	Year Known

Education (Note: All Statements will be verified, dates of academic attendance are needed for verification)

Name of School	Number and Street, State, Zip Code and Phone Number	Dates Attended	Title of Degree Awarded

**Please read carefully before signing:**

- I certify that the information contained in this application is correct to the best of my knowledge and understanding, and that any false statement is sufficient cause for rejection of my application or dismissal after employment
- I authorize the references listed above to give you any all information concerning my previous employment and any pertinent information they may personal or otherwise, and release all parties from liability for any damage that may result from furnishing the same to you.
- In consideration of my employment, I agree to conform to the rules and regulations of H&H Service Company, Inc., and that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself.
- I authorize the Company, to obtain a background check from a consumer reporting agency as that term is defined under the federal Fair Credit Reporting Act, and I hereby agree to release the Company and any parties relying upon this information in evaluating my application for potential employment.

I understand that no representative of the Company has any authority to enter into agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (FOR OFFICIAL USE)**

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Interviewed: \_\_\_\_\_ Date: \_\_\_\_\_ Recommend for :  
 Approved for Training by : \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Sales Dept. ☐ Finance Dept.  
 Training to start on: \_\_\_\_\_ ☐ Operation Dept. ☐ Admin Dept.