



Employment Application

IMPORTANT NOTE: We are an Equal Opportunity Employer. All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related handicap or any other legally protected status. **Complete the entire employment application. "See Resume" will not be accepted.**

Position sought: _____

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Other Phone _____

Email Address: _____

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Are you able to work overtime? [] Yes [] No

Are you authorized to work in the U.S. without any restriction? [] Yes [] No

Have you ever been convicted of a crime or felony? [] Yes [] No

If yes, please describe the circumstances: _____

(NOTE: a criminal conviction is not automatic grounds for rejection. However, lying about a criminal violation may become the basis for disqualification).

Have you ever been involuntarily terminated or asked to resign from any position of employment? [] Yes [] No

If yes, please describe the circumstances: _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? [] Yes [] No

If selected for employment, are you willing to submit to a pre-employment medical test, if applicable? [] Yes [] No

EDUCATION				
School Name	Location	Years Attended From - to	Degree Received	Major

Other training, certifications, or licenses held:

List other information pertinent to the employment you are seeking:

EMPLOYMENT:

(Most recent first)

1. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired:

Reason for Leaving: _____

2. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

3. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

4. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

Other employment: list any other employer you have worked with, prior to any of the jobs mentioned above:

Job title	Employer's name	Supervisor's name	Date started	Date ended
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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ACKNOWLEDGEMENT AND AUTHORIZATION

Job applied for: _____ Date: _____

PLEASE NOTE: this application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Please check and sign each statement below:

I certify that answers given herein are true and complete to the best of my knowledge.

Signature: _____

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature: _____

"I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

"In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time thereafter. I understand, also, that I am required to abide by all rules and regulations of the employer."

Date: _____

Applicant's name: _____

Applicant's signature: _____

CONSENT FOR REFERENCE CHECKING

It is part of our company hiring policy to systematically investigate for the relevance and accuracy of information provided by applicants, regarding previous employment. We might contact your previous employer(s) and request the following information. This is done with the purpose of verifying the full accuracy of information you provided in the job application form.

The specific questions asked to a former employer will be:

- What was the exact scope of work produced by [applicant]?
- How long was [applicant] on that job?
- How would you rate the performance of [applicant], from 1 (lowest) to 10 (highest)?
- What were specific qualities and talent demonstrated on the job by [applicant]?
- What specific weaknesses did [applicant] demonstrate on the job that we should be aware of?
- Why did [applicant] choose to leave your company?
- Did you ever offer [applicant] a promotion prior to his/her departure?
- We are contemplating to offer [applicant] a job, as _____ (job name). Would you recommend [applicant] for such a job?
- Our job opening requires a strong team work and willingness to contribute to others. Did [applicant] demonstrate any attitude that could be detrimental to team work?
- Is there anything else we should know in order to make the most appropriate hiring decision?

“I understand that the information requested as above will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of information (either orally or in writing) by previous employers to the authorized representatives of the company. In addition, I release and discharge the company, its agent and associates as well as my previous employers to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information.

Date: _____

Applicant's name: _____

Applicant's signature: _____

CANDIDATE REFERENCE CHECK AUTHORIZATION

BUSINESS AND PROFESSIONAL REFERENCES

Please list three professional references of individuals who are not related to you.

Name and Title	Relationship	Phone Number or Email

PERSONAL REFERENCES

Please list three people who know you well.

Name and Title	Relationship and Years Acquainted	Phone Number or Email

I hereby authorize **Building Air Services, Inc.** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Date: _____

Applicant's name: _____

Applicant's signature: _____

APPLICANT CONSENT FOR TESTING

In addition to the technical knowledge, experience and competence required of the concerned position, our company's employees must also possess personal aptitude for solving problems, high intelligence, perseverance and orderliness, responsibility, drive toward and satisfaction at the attainment of goals, calmness and endurance under stressful work conditions, consistency and predictability in the regular attendance of duty, individual initiative as well as participation in group efforts, correct estimation of specific circumstances and an absence of unconstructive or ill-considered criticism, fairness, empathy and appreciation toward fellow workers and effective communications skills.

In keeping with these job requirements, our company utilizes (besides application forms and interview procedures) pre-employment non-medical testing regimens that assist us to determine whether applicants possess the skills, competency and above all personal attributes necessary to meet our company's performance standards.

Applicants for any position undergo such standard screening procedures.

The selected tests are not intended or qualified to be a sole criterion for hiring. The testee may decline to answer any question on these tests on personal privacy grounds and may decline taking the tests altogether. After reading the questions of a test, the testee may also decline to continue taking the test. A person will not be penalized for not answering a question or not taking the tests.

"Having read and understood the related job description for the concerned opened position, I acknowledge and agree that in order to enable Building Air Services, Inc. to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, Building Air Services, Inc. may engage in a testing process, in addition to company's interview process.

"The tests may include but are not limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations, and competence on the job.

"Accordingly, I hereby release Building Air Services, Inc., the test service provider(s) and their officers, stock holders, employees or representatives, from any and all claims, demands, suits and/or liabilities - including but not limited to claims based on any rights of privacy - arising from or in any way related to such testing and interview processes.

"I understand that the used test(s) will be entered in to and scored by a computer, but the information will only be used by Building Air Services, Inc. in connection with decisions concerning the employment, placement and future training only to be used by Building Air Services, Inc. and any associated company/companies."

Date: _____

Applicant's name: _____

Applicant's signature: _____

END OF CONSENT FOR TESTING