

JAMES & SON HEATING & COOLING, INC.

5310 Carolina Beach Rd, Suite D, Wilmington, NC 28412 | (910) 399-8444 | JAMIE@JAMESANDSONHVAC.COM

EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

Full Name _____ Date _____

Address _____

City _____ State _____ ZIP Code _____

E-mail _____ Phone _____

Social Security No. _____

Date Available _____ Desired Pay _____

Desired Pay Type ☐ Hour ☐ Salary

Position Applied For _____

Employment Desired ☐ Full-Time ☐ Part-Time ☐ Seasonal

EMPLOYMENT ELIGIBILITY

Are you a U.S. citizen? ☐ Yes ☐ No

If no, are you allowed to work in the U.S.? ☐ Yes ☐ No

Have you ever worked for this employer? ☐ Yes ☐ No

If yes, dates employed _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain:

EDUCATION

HIGH SCHOOL

School	_____	City / State	_____
From	_____	To	_____
Graduate?	☐ Yes ☐ No		
Diploma	_____		

COLLEGE

School	_____	City / State	_____
From	_____	To	_____
Graduate?	☐ Yes ☐ No		
Degree	_____		

OTHER EDUCATION / TRAINING

School	_____	City / State	_____
From	_____	To	_____
Graduate?	☐ Yes ☐ No		
Degree / Certificate	_____		

ADDITIONAL EDUCATION / CERTIFICATIONS

EMPLOYMENT HISTORY

EMPLOYER #1

Employer

E-mail

Phone

Address

City

State

ZIP Code

Starting Pay

Ending Pay

Pay Type

☐ Hour

☐ Salary

Job Title

Responsibilities:

Starting Date

Ending Date

Reason for Leaving:

EMPLOYMENT HISTORY - CONTINUED

EMPLOYER #2

Employer

E-mail

Phone

Address

City

State

ZIP Code

Starting Pay

Ending Pay

Pay Type

☐ Hour

☐ Salary

Job Title

Responsibilities:

Starting Date

Ending Date

Reason for Leaving:

REFERENCES

REFERENCE #1

Name

Relationship

Company

Title

E-mail

Phone

REFERENCE #2

Name

Relationship

Company

Title

E-mail

Phone

MILITARY SERVICE

Are you a veteran?

☐ Yes

☐ No

Branch

Rank at
Discharge

Starting Date

Ending Date

Type of Discharge

If not honorable, please explain:

BACKGROUND CHECK CONSENT

If asked, are you willing to consent to a background check?

☐ Yes

☐ No

Applicant Certification

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

Signature

Date

Print Name

ADDITIONAL NOTES

EMERGENCY CONTACTS

Please provide up to three emergency contacts.

CONTACT #1

Name _____ Phone _____
Relationship _____

CONTACT #2

Name _____ Phone _____
Relationship _____

CONTACT #3

Name _____ Phone _____
Relationship _____

APPLICANT NOTES / ADDITIONAL INFORMATION
