



Employment Application

Please complete and save this document.
Go to www.airdesignhvac.com/apply to submit the completed document.
You may need [Adobe Acrobat Reader](#) to complete the form.

GENERAL INFORMATION

Today's Date _____

First Name _____ Last Name _____

E-mail _____

Mailing Address _____

Address Line 2 _____

City _____ State _____ Zip _____

Telephone (_____) _____ Cell Phone (_____) _____
Area Code Area Code

Have you applied at Air Design Systems before? Yes No

AVAILABILITY

Position Applying for _____

Requested Rate of Pay _____ Date Available to Work _____

Available to Work Full Time Part Time Temporary

EDUCATION

High School _____ from _____ to _____
(Year) (Year)

Did you graduate? Yes No

Degree(s) Obtained _____

College _____ from _____ to _____
(Year) (Year)

Did you graduate? Yes No

Degree(s) Obtained _____

Other Education _____ from _____ to _____
(Year) (Year)

Did you complete? Yes No

Degree(s) or Certification(s) Obtained _____

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EMPLOYMENT HISTORY

Employer _____ From _____ to _____
(Year) (Year)

Supervisor _____

Telephone (_____) _____ E-mail _____
Area Code

Address _____

City _____ State _____ Zip _____

Position _____ Salary _____

Describe Your Job Responsibilities _____

Employer _____ From _____ to _____
(Year) (Year)

Supervisor _____

Telephone (_____) _____ E-mail _____
Area Code

Address _____

City _____ State _____ Zip _____

Position _____ Salary _____

Describe Your Job Responsibilities _____

Employer _____ From _____ to _____
(Year) (Year)

Supervisor _____

Telephone (_____) _____ E-mail _____
Area Code

Address _____

City _____ State _____ Zip _____

Position _____ Salary _____

Describe Your Job Responsibilities _____

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JOB SKILLS

Driver's License Number _____ State of Issue _____

Is your license currently valid? Yes No

Endorsements _____

Moving violations in the last three years? Yes No

Driving Restrictions _____

Do you have other skills, licenses, or certificates that are job-related? Yes No

If so, please list them _____

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand these requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

SECURITY

Have you lived in another state and/or county in the past seven years? Yes No

If so, please list them _____

Have you used another name or Social Security Number, other than those listed above? Yes No

If so, please list all _____

Have you been convicted of a felony and/or served time for a felony within the past 7 years? Yes No

If so, please list all _____

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REFERENCES

First Name _____ Last Name _____

Mailing Address _____

Street Address _____

Address Line 2 _____

City _____ State _____ Zip _____

Telephone (_____) _____ Cell Phone (_____) _____
Area Code Area Code

Years Known _____ Relationship _____

First Name _____ Last Name _____

Mailing Address _____

Street Address _____

Address Line 2 _____

City _____ State _____ Zip _____

Telephone (_____) _____ Cell Phone (_____) _____
Area Code Area Code

Years Known _____ Relationship _____

First Name _____ Last Name _____

Mailing Address _____

Street Address _____

Address Line 2 _____

City _____ State _____ Zip _____

Telephone (_____) _____ Cell Phone (_____) _____
Area Code Area Code

Years Known _____ Relationship _____

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COMMENTS

Comments _____

CERTIFICATION, RELEASE AND ADR

First I certify that I have read and understand the applicant note on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information, including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited prior to and during employment. I agree to mediate in good faith any issue which arises concerning my hiring, my employment or termination from employment.

Digital Signature _____

Date _____

Email _____

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. If employment is offered, it is strictly on an "at will" basis, which means that you may resign at any time, or Air Design Systems may terminate your employment at any time for no reason, or for any reason not prohibited by law. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs on your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.