

YATES

MAINTENANCE HEATING & AIR

24300 Chenal Parkway #4023

Little Rock, AR 72223

501.960.8971 ph.

501.423.2687 fx.

yatesmaintenance@gmail.com

yatesmaintenance.com

Application for Employment

(Please Print)

Position(s) applied for: _____ Date of Application: _____

Name: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ SSN: _____ DL #: _____ State: _____

Emergency Contact: _____ Relationship: _____

Contact Phone: _____

Are you eligible to work in the U.S.? Yes No

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, when? _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last seven years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

On what date would you be available for work? _____ Salary Desired: _____

Are you available to work: Full Time Part Time Shift Work Temporary

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer: _____ Position Held: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Supervisor: _____

Dates Employed: From _____ To _____ Hourly Rate/ Salary: Starting _____ Ending _____

Work Performed:

Reason for Leaving:

Employer: _____ Position Held: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Supervisor: _____

Dates Employed: From _____ To _____ Hourly Rate/ Salary: Starting _____ Ending _____

Work Performed:

Reason for Leaving:

Employer: _____ Position Held: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Supervisor: _____

Dates Employed: From _____ To _____ Hourly Rate/ Salary: Starting _____ Ending _____

Work Performed: _____

Reason for Leaving: _____

Education

High School: _____ Years Completed: _____

City/State: _____ Diploma/GED: _____

College: _____ Years Completed: _____

City/State: _____ Degree: _____

Course of Study: _____

Vo-Tech: _____ Years Completed: _____

City/State: _____ Degree: _____

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities: _____

Honors Received: *State any additional information you feel may be helpful to us in considering your application.* _____

List Professional, trade, business or civic activities and offices held: *You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

Licenses

HVAC: _____

Electrical: _____

Plumbing: _____

Other: _____

References

Business References: Please include cell number, address, and length of relationship.

1. Name: _____ Email: _____

Cell Number: _____ Length of Relationship: _____

Where did you work with this person? _____

2. Name: _____ Email: _____

Cell Number: _____ Length of Relationship: _____

Where did you work with this person? _____

Hobbies

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. 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. I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ **Date:** _____

Yates Maintenance is an Equal Opportunity Employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor.

For Personnel Department Use Only:

Arrange Interview: ___ Yes ___ No

Remarks: _____

Employed: ___ Yes ___ No

Date of Employment: _____

Job Title: _____

Hourly Rate/Salary: _____

By: _____ Date: _____

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PERSONAL DATA REQUESTED FOR AUTHORIZED BACKGROUND CHECKS

PLEASE PRINT CLEARLY

Last Name

First Name

Middle Name

Date of Birth

Social Security Number

Driver's License # & State

Current Address

City

State

Zip

Dates Lived Here

Addresses for the Past Seven Years: *(include street, city, state, zip code)*

Dates of Residence *(from-to):*

Other Names Used *(including maiden name)*

Years Used

Email address *(may be used for official correspondence)*

By signing below, you are authorizing background checks and certifying that the above information is true and correct.

Signature

Date

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AUTHORIZATION AND RELEASE OF BACKGROUND INFORMATION

Pursuant to the federal Fair Credit Reporting Act (FCRA), I hereby authorize Yates Maintenance, and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of social security number; current and previous residences; employment history, education, references; credit history (if applicable to position), including records from any criminal justice agency, sexual offender registry, in any or all federal, state or county jurisdictions; motor vehicle records and other public records.

I authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my personal data, including sex, race and date of birth to adequately complete said screening and acknowledge that my personal data will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Yates Maintenance or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release Yates Maintenance or its designated agents, or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it, and in any interviews, will be sufficient grounds for rejection of employment and my discharge after employment.

I understand that, pursuant to the federal FCRA, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be mailed to me via U.S. mail at the address provided.

Printed Name

Applicant Signature

Date

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Former Employer's Release Consent

I, _____, hereby give consent to any and all prior employers of mine to provide information with regard to my employment with Yates Maintenance. The Arkansas General Assembly in compliance with the Quality in Hiring Act, Act #1474, approves this request in July 1999.

Signed

Dated

Driving Records

I give my permission to Yates Maintenance to obtain my driving record for the purpose of employment.

Printed Name

Signed

Dated

Date of Birth

Driver's License Number

Drug Test & Background Check Consent

I, _____, hereby agree to take a drug test before employment and take part in the Yates Maintenance Drug Program. I also am aware that Yates Maintenance performs background checks on prospective employees.

Signed

Dated