



APPLICATION FOR EMPLOYMENT

2711 Holloway Road, Louisville, KY 40299

“An Equal Opportunity Employer”

Office Use Only

| | |
|---|--|
| <p>We offer equal employment opportunities to all persons without regard to race, religion, age, sex, color, national origin, disability, or veteran status. The use of this form does not mean there are positions open and does not obligate this company in any way.</p> | <p>Job Group _____</p> <p>Status _____</p> |
|---|--|

APPLICANT

Date _____ Position applied for _____

Name _____ Social Security # _____
Last First Middle

Address _____ How long? _____
Number & Street City State Zip

Please list addresses for last 10 years - use back page if necessary.

Previous Address _____ How long? _____
Number & Street City State Zip

Previous Address _____ How long? _____
Number & Street City State Zip

Home Phone _____ Work Phone _____ Earnings expected _____

Are you available to work evenings and weekends as needed? Yes No If no, indicate times and days you are not available to work.

How were you referred to our company? _____

Relatives in our employ (for placement purposes only) _____

EDUCATION

| | Name of School Location | Dates Attended | Graduated | Major Courses | Degree Received |
|---------------|-------------------------|----------------|-----------|---------------|-----------------|
| High School | | From To | | | |
| College | | From To | | | |
| Tech. Schools | | From To | | | |
| Other | | From To | | | |

Extracurricular activities or offices held in high school/college _____

Have you ever been convicted of a crime? Yes No If yes, indicate offense, date and explain _____

For reference purposes, if you ever worked or attended school under a different name please indicate name and company or school.

TRAINING and DEVELOPMENT

List specialized courses or training programs completed. (Attach any certificates of completion)

| Courses | Date Completed | Courses | Date Completed |
|---------|----------------|---------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please indicate membership in or leadership positions held in civic or professional organizations which have benefitted you professionally.

List skills, if applicable to the position for which you are applying:

Word Processing Yes No Type of software used _____

Personal Computer Yes No _____

List specific experience _____

HVAC Yes No _____

Refrigeration Yes No _____

Building Controls Yes No _____

Electrical Yes No _____

Other (Design, Installation, Estimations, etc.) _____

WORK HISTORY

Please complete in detail, starting with your present or last position. (Account for all time, including periods of unemployment.)

May we contact your current employer? Yes No

1. Firm _____ Address _____

Kind of Business _____ Employed from _____ to _____

Job Title _____ Salary _____ Supervisor _____

Describe job duties _____

What did you like about the work? _____

What did you dislike? _____

Reasons for leaving? _____

Number of days absent from work or school during the last two years? _____

2. Firm _____ Address _____

Kind of Business _____ Employed from _____ to _____

Job Title _____ Salary _____ Supervisor _____

Describe job duties _____

What did you like about the work? _____

What did you dislike? _____

Reasons for leaving? _____

Number of days absent from work or school during the last two years? _____

WORK HISTORY (CONTINUED)

3. Firm _____ Address _____

Kind of Business _____ Employed from _____ to _____

Job Title _____ Salary _____ Supervisor _____

Describe job duties _____

What did you like about the work? _____

What did you dislike? _____

Reasons for leaving? _____

Number of days absent from work or school during the last two years? _____

4. Firm _____ Address _____

Kind of Business _____ Employed from _____ to _____

Job Title _____ Salary _____ Supervisor _____

Describe job duties _____

What did you like about the work? _____

What did you dislike? _____

Reasons for leaving? _____

Number of days absent from work or school during the last two years? _____

5. Firm _____ Address _____

Kind of Business _____ Employed from _____ to _____

Job Title _____ Salary _____ Supervisor _____

Describe job duties _____

What did you like about the work? _____

What did you dislike? _____

Reasons for leaving? _____

Number of days absent from work or school during the last two years? _____

MILITARY SERVICE

Branch _____

Nature of duties _____

Current Status: Discharge _____ Active Reserves _____ Inactive Reserves _____

You may be requested to provide a copy of your last OER/EER.

