Employment Application

More Heat More Cool, Inc.

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Please complete all sections clearly. Write N/A where a question does not apply. You may attach a resume and additional pages. Do not include your Social Security number or medical information.

Position and Availability

Position applying for: _____ Application date: _____

Areas of interest: ☐ Service technician ☐ Installer ☐ Apprentice ☐ Comfort advisor / sales
☐ Customer service / dispatch ☐ Office / administration ☐ Other: _____

Employment desired: ☐ Full time ☐ Part time ☐ Seasonal Earliest start date: _____

Desired compensation: $_____ per ☐ Hour ☐ Year ☐ Other: _____

Days and hours available: _____

Available for scheduled Saturdays? ☐ Yes ☐ No Emergency on call shifts? ☐ Yes ☐ No

Scheduling limitations, if any: _____

Contact Information

Full name: _____

Street address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Preferred contact: ☐ Phone call ☐ Text message ☐ Email

General Qualifications

Are you legally authorized to work in the United States? ☐ Yes ☐ No
Will you require employer sponsorship for work authorization now or in the future? ☐ Yes ☐ No

For positions requiring driving: Do you hold a valid driver's license? ☐ Yes ☐ No ☐ N/A
Do you have reliable transportation to the assigned work location? ☐ Yes ☐ No

How did you hear about us? _____

Have you worked for us before? ☐ Yes ☐ No If yes, position and dates: _____

Employment History

Applicant name: _____ Date: _____

List your three most recent employers, starting with the most recent. Include relevant self employment or volunteer experience. Attach additional pages if needed.

Employer 1

Company: _____ Phone: _____

Location: _____

Job title: _____ Supervisor: _____

Dates employed: _____ to _____ ☐ Currently employed

Main responsibilities and accomplishments:

_____

Reason for leaving or seeking a change: _____

May we contact this employer? ☐ Yes ☐ No ☐ Only after a conditional offer

Employer 2

Company: _____ Phone: _____

Location: _____

Job title: _____ Supervisor: _____

Dates employed: _____ to _____ ☐ Currently employed

Main responsibilities and accomplishments:

_____

Reason for leaving or seeking a change: _____

May we contact this employer? ☐ Yes ☐ No ☐ Only after a conditional offer

Employer 3

Company: _____ Phone: _____

Location: _____

Job title: _____ Supervisor: _____

Dates employed: _____ to _____ ☐ Currently employed

Main responsibilities and accomplishments:

_____

Reason for leaving or seeking a change: _____

May we contact this employer? ☐ Yes ☐ No ☐ Only after a conditional offer

Education Skills and References

Applicant name: _____ Date: _____

Education and Training

School or training program: _____

Degree, diploma, certificate or area of study: _____ Completed? ☐ Yes ☐ No

Additional school or training program: _____

Degree, diploma, certificate or area of study: _____ Completed? ☐ Yes ☐ No

Licenses Certifications and Skills

Check applicable qualifications and skills. Complete only the items relevant to your desired role.

☐ EPA Section 608: ☐ Type I ☐ Type II ☐ Type III ☐ Universal
☐ HVAC diagnostics / repair ☐ Equipment installation ☐ Ductwork ☐ Electrical troubleshooting
☐ Combustion analysis ☐ Indoor air quality ☐ Heat pumps / mini splits ☐ Water heaters
☐ Customer service ☐ Dispatch / scheduling ☐ Sales ☐ Bookkeeping ☐ Team supervision

Other licenses or certifications and expiration dates: _____

Relevant software, tools, languages or other skills: _____

Years of relevant experience: _____ Describe your strengths: _____

_____

Professional References

List two professional references who can speak to your work. Please obtain their permission first.

1. Name: _____ Relationship: _____

Company: _____ Phone or email: _____

2. Name: _____ Relationship: _____

Company: _____ Phone or email: _____

Applicant Acknowledgment

I certify that the information I have provided is accurate and complete to the best of my knowledge. I understand that false or materially misleading information may affect hiring consideration or, if hired, continued employment. I authorize More Heat More Cool, Inc. to verify the employment, education and reference information provided, subject to my employer contact selections above. This application does not authorize a consumer report or background check; any required consent will be requested separately.

I understand that submitting this application does not guarantee employment or create an employment contract.

Applicant signature: _____ Date: _____