

Tong's AC, Htg & Plbg Inc. Application for HVAC Employment

Job Duties include but are not limited to: Residential, Commercial and Industrial HVAC repair, furnace cleanings, installations of new systems, plumbing repairs and new installs, basic electrical jobs, refrigeration repairs and new installations. We offer competitive wages.

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Contact Information

Name _____ Home Phone # _____

Address _____ Cell Phone # _____

City _____ State _____ Zip Code _____ Fax # _____

Email _____ Birth Date _____

Position Applied For: _____ Date _____ When can you start? _____

How did you hear of this opening: _____ Desired wage? _____

Are you a U.S. Citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No
(You may be required to provide documentation)

Are you looking for full time employment? Yes No

Have you ever been convicted of a felony? Yes No
(This will not necessarily affect your application)

If yes, please describe condition: _____

Proof of Valid Driver License Required (See last page)

Education Information

High School Name _____ Year Graduated _____

College Name _____ Year Graduated _____ Major _____

Other Training _____ Year Graduated _____ Major _____

Other Training _____ Year Graduated _____ Major _____

Other Training _____ Year Graduated _____ Major _____

Employment History
(Start with most recent employer)

Company Name _____ Date Started _____

Address _____ Date Ended _____

City _____ State _____ Zip Code _____ May we contact? Yes No

Reason Left _____ Phone # _____

Company Name _____ Date Started _____

Address _____ Date Ended _____

City _____ State _____ Zip Code _____ May we contact? Yes No

Reason Left _____ Phone # _____

Company Name _____ Date Started _____

Address _____ Date Ended _____

City _____ State _____ Zip Code _____ May we contact? Yes No

Reason Left _____ Phone # _____

Other Skills _____

Please rate yourself as to the knowledge that you have on each of the following subjects. Zero is no knowledge and 10 is expertise in the given subject.

Heating/Oil _____ Electrical/Wiring to Code _____ Refrigeration/Residential _____

Heating/Gas _____ Electrical/Conduit _____ Refrigeration/Commercial _____

Heating/Coal _____ Electrical/Service Installation _____ Faucet Replacement _____
 Heating/Electric _____ A/C Commercial _____ Plumbing/Faucet _____
 Heating/Wood _____ A/C Residential _____ Water Heater Install _____
 Gas Piping _____

References:

Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1 _____	_____	_____	_____
Phone # _____	_____	_____	_____
2 _____	_____	_____	_____
Phone # _____	_____	_____	_____
3 _____	_____	_____	_____
Phone # _____	_____	_____	_____

By Submitting this application you agree that the facts set forth in this application for employment are true and complete to the best of your knowledge. You understand that if you are employed, false statements on this application shall be considered sufficient cause for dismissal.

Tong's A.C., Htg. & Plbg. Inc. is here by authorized to make any investigation of your prior educational, employment history and a background check.

You understand that employment at this company is "at will" which means that this company can terminate your employment relationship at any time with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. You understand that no supervisor, manager or executive of this company, other than the President or Vice President has any authority to alter the foregoing.

Date _____ Signature _____

If printing out application please fax it to 419-448-4336.

Mail to: Tong's A.C., Htg. & Plbg. Inc.

40 E. Perry Street

Tiffin OH 44883

Application Hours: Monday – Friday 8:00 a.m – noon and 1:00 – 4:30 p.m.

Email: tongsacemployment@gmail.com

RECORDS AUTHORIZATION

By my signature below, I agree that Motor Vehicle Reports may be obtained as a part of Tong's Air Conditioning, Heating, and Plumbing, Inc. evaluation of my job application/employment.

The reports may be procured by UIS Insurance & Investments. I agree that they may provide details of my driving record, and an assessment of my insurability under the Company's insurance coverage's.

By signing this disclosure, I hereby authorize Tong's Air Conditioning, Heating, and Plumbing, Inc. to procure such reports for time to time, as it deems appropriate, to evaluate my insurability, or for other permissible purposes.

Name _____

Date of Birth _____

Social Security # _____

Driver's License #/State _____

Signature/Date _____