



# APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Date

**Name**

Last

First

Middle

Maiden

**Present Address**

Number

Street

City

State

Zip

**Home Phone**

**Mobile Phone**

**Social Security No.**

Previous address (please list address of residences for the past seven years beginning with the most recent)

Number

Street

City

State

Zip

Number

Street

City

State

Zip

If under 18, please specify your age:

Position applied for:

How many hours can you work weekly?

Hours desired: \_\_\_\_\_

When are you available to start work?

Have you ever applied or worked here before? Yes  No  If yes, provide approximate dates:

Are you legally authorized to work in the united States? Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes  No

How did you learn of our Company?

If referred, who were you referred by?

**Military History: (Complete only if you served in the military)**

Branch of Service:

Number of Years/Months of Service:

Rank at Discharge:

Date of Discharge:

Reason for leaving:

Describe any military skills, training or experience you believe are relevant to the job applied for:

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company?  Yes  No If yes, please explain: \_\_\_\_\_

<b>Work Experience</b>		Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary. Please complete employment details even if submitting a resume.</b>				
Name and address of employer		Phone number	Employment dates		Pay or salary	
Name of Supervisor			From	Start		
			To	Final		
Your last job title						
Reason for leaving (be specific)						
List the jobs you held, duties performed, and skills used or learned.						
Name and address of employer		Phone number	Employment dates		Pay or salary	
Name of Supervisor			From	Start		
			To	Final		
Your last job title						
Reason for leaving (be specific)						
List the jobs you held, duties performed, and skills used or learned.						
Name and address of employer		Phone number	Employment dates		Pay or salary	
Name of Supervisor			From	Start		
			To	Final		
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List the jobs you held, duties performed, and skills used or learned.						
Name and address of employer		Phone number	Employment dates		Pay or salary	
Name of Supervisor			From	Start		
			To	Final		
Your last job title						
Reason for leaving (be specific)						
List the jobs you held, duties performed, and skills used or learned.						
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Education: Describe any education, skills, training, or experience you believe are relevant to the job applied for:</b>						
TYPE OF SCHOOL	NAME OF SCHOOL	CITY/STATE	NO. OF YEARS COMPLETED	Graduated?		MAJOR/ DEGREE/ OVERALL GPA
				Yes	No	
High School						
College or University						
GED/Trade/ Technical School						
Licenses/ Certification/Other						

**Skills/Qualifications:** Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Include computer skills, training, management or supervisory experience, equipment operation, or other qualifications. You may also use this space to explain any gaps in your employment history.


Did you complete this application yourself?     Yes     No    If not, why not and who did?

\_\_\_\_\_

**PLEASE READ CAREFULLY**  
**APPLICATION FORM WAIVER/AGREEMENT**

I understand that employment with Ravinia Plumbing and Heating is at-will, meaning that I or Ravinia Plumbing and Heating may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Ravinia Plumbing and Heating to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Ravinia Plumbing and Heating and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

**Signature of applicant\*** \_\_\_\_\_ **Date:** \_\_\_\_\_

Ravinia Plumbing and Heating is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability, or any other basis prohibited by federal, state or local law. We assure you that your opportunity for employment with Ravinia plumbing and Heating depends solely on your qualifications.

In accordance with the requirements of the **Americans with Disabilities Act**, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.

**Thank you for completing this application form and for your interest in Ravinia Plumbing and Heating.**

**\*Applications will not be processed unless they are signed and dated by the applicant.**