

Middle Georgia Mechanical Heating & Air Conditioning

Application for Employment

This Company Is A Drug Free Workplace. A Drug Test Will Be Enforced Before Employment.
Random Testing Will Be Done Throughout Employment. Our company performs MVR Screenings
and Background checks for our workforce.

Personal Information

Date _____ Full Name _____

Are You Over The Age of 18? _____ Date of Birth _____

Social Security # _____ Drivers License # & State issued _____

Present Address _____

City _____ State _____ Zip _____ Number Of Years At This Address _____

Home Phone _____ Cell Phone _____

Email address _____

Emergency Contact Name _____ Phone _____

Have You Ever Been Convicted of a Felony or Misdemeanor? _____

If so, What and When? _____

Have You Ever Had Any Traffic Violations? _____

If So, What and When? _____

Employment Desired

Position _____ Date you can start _____

Salary Desired _____ Are You Employed Now _____

May We Contact Your Present/Former Employer? _____

Currently Employed By _____

Education

High School _____ GED _____ Year Graduated _____

College Or Trade School _____ Year Graduated _____

Special Training, Courses, Degrees, ETC. _____

List Skills That You Have In The HVAC or Administrative Field _____

List Any Information That Would Be Helpful _____

Are You CFC Certified _____ If So What Type? _____

Former Employers (listing most recent first)

From _____ To _____ Salary _____

Employer Name & Address _____

Contact Name & Number _____

Position _____ Reason for Leaving _____

From _____ To _____ Salary _____

Employer Name & Address _____

Contact Name & Number _____

Position _____ Reason for Leaving _____

From _____ To _____ Salary _____

Employer Name & Address _____

Contact Name & Number _____

Position _____ Reason for Leaving _____

What clerical skills do you have in relation to the position? _____

Please list any computer programs you are familiar with: _____

Please list any office equipment you are familiar with: _____
