Employee Application

1. Employer Information

Employer: Brown's Heating, Air, Plumbing & Electrical
Address: 407 Crowell Lane
City/State/ZIP: Lynchburg, Virginia 24502
Telephone: 434-610-4373

It is the policy of Brown's Heating, Air, Plumbing & Electrical to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status.

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2. Applicant Information

Applicant Full Name: _____

Home Address: _____
City/State/ZIP: _____

Number of years at this address: _____

Daytime Phone: _____
Evening Phone: _____
Mobile Phone: _____

Social Security Number: _____

Driver's License (State/Number): _____

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3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____
Relationship: _____
Address: _____
City/State/ZIP: _____
Daytime Phone: _____
Evening Phone: _____

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4. Job Position Applied For:

Full-Time or Part-Time: _____

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5. Salary Desired

$ _____ per _____

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6. Are you at least 18 years old?

☐ Yes ☐ No

7. How will you get to work?

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8. Are you willing to work any shift, including nights and weekends?

☐ Yes ☐ No

If no, please explain any limitations:

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9. If applicable, are you available to work overtime?

☐ Yes ☐ No

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10. If offered employment, when would you be available to begin work?

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11. If hired, are you able to submit proof that you are legally eligible for employment in the United States?

☐ Yes ☐ No

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12. Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation?

☐ Yes ☐ No

If accommodation is requested, please explain:

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13. Have you ever been convicted of a felony or misdemeanor?

☐ Yes ☐ No

If yes, please explain:
Convicted of _____ on _____ (date)
City: _____ State: _____

Note: The existence of a criminal record does not automatically disqualify an applicant from employment unless relevant to the position.

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14. Applicant Skills

Please check all that apply and include years of experience and skill level (1 = poor, 5 = exceptional)

Skill	Years of Experience	Rating
☐ Typing	_____	1 2 3 4 5
☐ Microsoft Office (Word, Excel, etc.)	_____	1 2 3 4 5
☐ Customer Service	_____	1 2 3 4 5
☐ _____	_____	1 2 3 4 5

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15. Employment History

(List most recent first. Include self-employment and military service.)

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

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16. References

Please list two non-relatives.

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

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17. Education and Training

College/University Name & Address:

Did you receive a degree? ☐ Yes ☐ No
If yes, degree(s) received: _____

High School/GED Name & Address:

Did you receive a degree? ☐ Yes ☐ No

Other Training (technical, vocational, certifications):

Professional Licenses or Certifications:

Awards, Honors, or Special Achievements:

Military Service: ☐ Yes ☐ No
Branch: _____
Specialized Training: _____

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18. Additional Information

Please include any other information you believe should be considered, including non-compete agreements or obligations with current or former employers.

CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in rejection of my application or termination of employment if discovered after hire.

I authorize Brown's Heating, Air, Plumbing & Electrical to contact previous employers, educational institutions, and references for verification purposes.

I understand that employment with Brown's Heating, Air, Plumbing & Electrical is **at-will**, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, unless otherwise stated in a written agreement signed by the Owner.

I have read and understand this certification and agree to its terms.

Applicant Signature: _____
Date: _____