



15 Bonazzoli Ave, Hudson, MA 01749

# Employment Application

Chaves Heating and Air Conditioning, Inc. does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental disability, marital or veteran status, age or other protected status.

PLEASE ANSWER ALL OF THE QUESTIONS ON THE FOLLOWING PAGES ACCURATELY AND COMPLETELY. IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION, ASSISTANCE WILL BE PROVIDED.

## I. General Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip Code

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Previous Addresses within the past 5 years, if different:

\_\_\_\_\_  
Street City State Zip From/To

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

Best time to contact you by phone: Between \_\_\_\_\_ a.m. or p.m. (circle one) and \_\_\_\_\_ a.m. or p.m. (circle one).

Are you currently authorized to work in the U.S.?  Yes  No

Do you now, or will you in the future require sponsorship for a work visa?  Yes  No

Note: All applicants hired by Chaves Heating and Air Conditioning, Inc. will be required to present documentation prior to starting work that verifies identity and authorization to work in the United States in accordance with the Immigration Reform and Control Act of 1986.

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you willing to travel?  Yes  No If yes, how far would you be willing to travel? \_\_\_\_\_

You are seeking:  Full Time  Part-Time  Days  Weekends  Summer Only  Nights

Please fill in your available hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___
PM	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___

If you have ever worked for Chaves Heating and Air Conditioning, please complete the following:

\_\_\_\_\_  
Position Dates: \_\_\_\_\_ Start Date End Date

## II. Education

	Name and Address of School	Course of Study	Did You Graduate?	Degree (specify)
High School				
College				
Other: Graduate, Licenses, certifications, etc. (specify)				

## III. Work Experience

Record ALL work experience, including jobs held while attending school and/or military duty. You may include any work performed on a volunteer basis. Please provide all relevant information requested in this section, even if you are attaching a resume as part of this application. LIST MOST RECENT JOB FIRST.

1. Employer:	Date Employed: From: / / to / /
Address:	Telephone Number: ( )
Job Title:	Supervisor:
Major responsibilities or duties:	Reason for Leaving:
2. Employer:	Date Employed: From: / / to / /
Address:	Telephone Number: ( )
Job Title:	Supervisor:
Major responsibilities or duties:	Reason for Leaving:
3. Employer:	Date Employed: From: / / to / /
Address:	Telephone Number: ( )
Job Title:	Supervisor:
Major responsibilities or duties:	Reason for Leaving:
4. Employer:	Date Employed: From: / / to / /
Address:	Telephone Number: ( )
Job Title:	Supervisor:
Major responsibilities or duties:	Reason for Leaving:

May we contact your present employer?  Yes  No

Was your employment ever terminated involuntarily or were you ever asked to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

If in any of the positions or schools your last name was different from the one you are now using, please indicate name(s), dates(s):

\_\_\_\_\_

## IV. References

Please list three unrelated personal references that we may contact below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## V. Information for Applicants

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

We may conduct an investigation regarding your character, employment, education, credit, and criminal history prior to extending an offer of employment at any time during your employment. Should we deny or terminate your employment wholly or in part on the basis of information obtained in Consumer Reports applied biased by a consumer-reporting agency, will supply to you the name and address of that agency.

## VI. Applicant's Certification and Agreement

I understand that this application is current for 60 days. If I still wish to be considered at the end of this period, I must fill out a new application.

I understand that if I am hired by Chaves Heating and Air Conditioning, Inc. I will be an employee at-will, that I will be free to resign at any time, and that Chaves Heating and Air Conditioning, Inc. reserves the right to terminate the employment at any time, with or without cause or notice, regardless of the date of payment of my wages and salary. I understand that if I am hired, I will be required to abide by the rules and regulations of Chaves Heating and Air Conditioning, Inc.

The information I have supplied in this application as a part of the application process is true and complete. I understand that any false statement or significant omission by me in the application or application process may be cause for dismissal if discovered at a later date.

I hereby authorize Chaves Heating and Air Conditioning, Inc. to investigate the information I have furnished on this application, and I understand that employment is subject to acceptable educational references, employment references, and other relevant references, as applicable.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_