



# Neighbors Heating and Cooling

2700 Graham Street

Ames, IA 50010

515-232-7777 1-800-798-7777

## APPLICATION FOR EMPLOYMENT

Neighbors Heating, Cooling & Plumbing (hereinafter referred to as "Neighbors") is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

**PLEASE COMPLETE ENTIRE APPLICATION. INCOMPLETE APPLICATIONS WILL BE REJECTED.**

### *Employee Information:*

Name \_\_\_\_\_ SS # \_\_\_\_\_  
 Last First M

Street Address \_\_\_\_\_ Apt or Box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ 18 or older? ( ) Yes ( ) No If not, Birth Date \_\_\_\_\_

- Position for which you are applying: \_\_\_\_\_
- Preferred wage/salary? \$ \_\_\_\_\_ per \_\_\_\_\_
- Have you ever been employed by this company before? ( ) Yes ( ) No
- If Yes, when? \_\_\_\_\_
- Who referred you to this company for employment? \_\_\_\_\_
- Names of friends or relatives working for the Company (list name(s) and relationship):  
 \_\_\_\_\_

Certain positions within Neighbors require the use of a car or other motorized vehicle. If the position you are applying for requires this use, please answer the following questions. *Note: Your driving record will be checked if you will be driving a company vehicle.*

- Do you have a valid Driver's License? ( ) Yes ( ) No If No, can you obtain one? ( ) Yes ( ) No
- Do you have transportation to work? ( ) Yes ( ) No
- Have you had any traffic violations or accidents within the last 2 years ( ) Yes, Please explain ( ) No

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- Have you ever been discharged (or terminated) by a former employer? ( ) Yes ( ) No

If Yes, explain: \_\_\_\_\_

- During the last 7 years, have you ever been convicted of, pled guilty to or pled no contest to a crime, excluding traffic violations? ( ) Yes ( ) No \* A conviction will not necessarily bar you from employment.

If yes, explain:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Can you certify you will be able to fulfill the physical requirements of the job? Ex. Climbing and standing on ladders for long periods, crawling into crawl spaces for extended periods of time, lifting up to 75lbs often, and standing for most of the day? If you think this may be an issue please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Availability:**

How many hours per week are you available for work? \_\_\_\_\_ Please list times below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FROM							
TO							

- Are there any hours or days you cannot or will not work? ( ) Yes ( ) No
- If Yes, when: \_\_\_\_\_
- If hired, when could you start work? \_\_\_\_\_
- How far do you live from this location? \_\_\_\_\_
- Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? ( ) Yes ( ) No

If Yes, provide details: \_\_\_\_\_

**Education:**

**High School** \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Last grade completed \_\_\_\_\_  
 Grade Point Avg \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No Still Enrolled? ( ) Yes ( ) No

**Trade or College** \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Last grade completed \_\_\_\_\_  
 Course/Major \_\_\_\_\_ Degree(s) or Certification(s) \_\_\_\_\_  
 Grade Point Avg \_\_\_\_\_ Did you graduate? ( ) Yes ( ) No Still Enrolled? ( ) Yes ( ) No

**Employment History:** (start with most recent employer)

**Company** \_\_\_\_\_ **Address** \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_

Salary / Wage \_\_\_\_\_ per \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reference Check Performed By \_\_\_\_\_

**Company** \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_

Salary / Wage \_\_\_\_\_ per \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reference Check Performed By \_\_\_\_\_

**Company** \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Job Title \_\_\_\_\_

Salary / Wage \_\_\_\_\_ per \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? ( ) Yes ( ) No Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reference Check Performed By \_\_\_\_\_

***Military Service:***

Branch \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharged \_\_\_\_\_ Rank \_\_\_\_\_

Do you have service-related skills applicable to civilian employment? ( ) Yes ( ) No

If Yes, describe: \_\_\_\_\_

***Additional Information:*** (all applicants)

List additional training or experience \_\_\_\_\_

**AGREEMENT**

*Please read the following carefully and sign in the space provided:*

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with Neighbors solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that Neighbors reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between Neighbors and its employees. At Neighbors, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and Neighbors retains the same rights. I further understand and agree that the Vice President of Neighbors is the only person who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Vice President of Neighbors.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that Neighbors and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Neighbors may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: Neighbors does not hire persons who use illegal drugs. All persons seeking employment or employed with Neighbors may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by Neighbors, and further consent to have the specimen tested at a laboratory selected by Neighbors. I hereby certify that I (check one) do \_\_\_\_\_ or do not \_\_\_\_\_ use illegal drugs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISCLOSURE TO EMPLOYMENT APPLICANT  
REGARDING PROCUREMENT OF CONSUMER REPORT**

In connection with your application for employment and as part of the process of considering your candidacy as an employee, we may procure, or cause to be procured, a consumer (credit) report on you. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Applicant's Signature  
\_\_\_\_\_  
Date of Birth\*\*\*  
\_\_\_\_\_  
Social Security Number  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Drivers License # (if different than SS#)  
\_\_\_\_\_  
State

**\*\*\* (Date of Birth is required as an identifier to request criminal records only. Neighbors Heating, Cooling & Plumbing does not discriminate based on age.)**

