

**SOUTHWEST HEATING & A/C  
RT. 2 BOX 433B  
PENNINGTON GAP, VA 24277  
(276) 546-5153**

**APPLICATION FOR EMPLOYMENT**

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE: \_\_\_\_\_

LAST

FIRST

MI

PRESENT ADDRESS:

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS:

STREET

CITY

STATE

ZIP

PHONE NO: \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? YES  NO

POSITION APPLIED FOR: \_\_\_\_\_

DATE YOU CAN START \_\_\_\_\_

SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? (IF SO MAY WE INQUIRE YOUR PRESENT EMPLOYER)

HAVE YOU EVER APPLIED FOR THIS COMPANY BEFORE? \_\_\_\_\_

WHEN? \_\_\_\_\_

REFERRED BY \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED  
IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES  NO

HAVE YOU EVER BEEN CONVICTED OR PLEAD GUILTY TO A CRIME? YES  NO

ARE YOU WILLING TO TAKE A DRUG TEST IF REQUIRED? \_\_\_\_\_

DO YOU CURRENTLY POSSESS A VALID DRIVERS LICENSE? \_\_\_\_\_

HAVE YOU HAD ANY TRAFFIC VIOLATIONS IN THE PAST 3 YEARS? (IF SO PLEASE LIST) \_\_\_\_\_

GENERAL SKILLS \_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

U.S. MILITARY OR  
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN  
NATIONAL GUARD OR RESERVES

EDUCATION	NAME AND LOCATION OF SCHOOL	NO OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST? \_\_\_\_\_  
WHAT DID YOU LIKE MOST ABOUT THIS JOB? \_\_\_\_\_

**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR**

NAME	ADDRESS	PHONE	YEARS ACQUAINTED
1			
2			
3			

**IN CASE OF  
EMEREGENCY NOTIFY**

NAME	ADDRESS	PHONE NO.
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**“I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.**

**IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY’S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY’S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT. HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.”**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DONOT WRITE BELOW THIS LINE

**INTERVIEWED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_

**NEATNESS** \_\_\_\_\_ **ABILITY** \_\_\_\_\_

**HIRED:**  YES  NO **POSITON** \_\_\_\_\_ **DEPT.** \_\_\_\_\_

**SALARY/WAGE** \_\_\_\_\_ **DATE REPORTING TO WORK** \_\_\_\_\_

**APPROVED:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

**THIS FORM HAS BEEN DESIGNED TO STRICTLY COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING EMPLOYMENT DISCRIMINATION.**