



At Your Service Heating and Cooling LLC

6801 Eastern Avenue, Suite 209 Baltimore, MD 21224

410.935.3037



aysheatandcool.com



info@aysheatandcool.com

APPLICATION FOR EMPLOYMENT FORM

Applicant's Name (Last, First, Middle Initial):

Application Date:

Please Read Before Beginning: The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted, this document will be kept confidential and remain the property of At Your Service Heating and Cooling LLC.

At Your Service Heating and Cooling LLC is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

ABOUT At Your Service Heating and Cooling LLC

At Your Service Heating and Cooling LLC was started 2013 by Ryan Malvaso. At Your Service Heating and Cooling LLC targets the residential and light commercial service and replacement markets. The company does work with several custom home builders and will perform new installations for these companies.

At Your Service Heating and Cooling LLC is an established/up and coming contracting company with an excellent reputation for performance and as a place to work. The company cares about employees, and insists that employees care about customers.

At Your Service Heating and Cooling LLC's office hours are 7:30 a.m. to 3:30 p.m., Monday through Friday. Standard service hours are from 7:30 a.m. to 7:00 p.m. Monday through Saturday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time. Employees are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for X days.



BENEFITS

At Your Service Heating and Cooling LLC offers very competitive pay and benefits. The benefits include:

Paid Holidays

Paid Personal Time Off

Social Security

Workers' Compensation Insurance

Health, Dental and Vision Insurance

401K with match

Employee Suggestion Program

Field Service Spiffs & Incentives

Field Service Vehicle Usage

Field Service Tool Allowance

Field Service Uniform Allowance

Company Training

External Training 1

PERSONAL DATA

First Name	Middle Name	Last Name	Social Security Number
Street Address		City	State
			Zip
May we contact you through your work phone? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years old or over? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you're under 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone:	Mobile Phone :	Work Phone:	
Have you worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when?	If yes, under what name?	If yes, what position(s) did you hold?	

PERSONAL DATA

Type of work you are applying for:

- ☐ Laborer
- ☐ Technician's Assistant
- ☐ Shop
- ☐ Sales
- ☐ Technician's Assistant
- ☐ Dispatch
- ☐ Customer Service Rep
- ☐ Other(describe):

- ☐ Shop
- ☐ Maintenance Technician
- ☐ Sales
- ☐ Installation Technician
- ☐ Laborer
- ☐ Office
- ☐ Managerial
- ☐ Service Technician

Type of schedule:

- ☐ Part-Time
- ☐ Full-Time
- ☐ Days
- ☐ Nights
- ☐ Weekends
- ☐ Regular
- ☐ Temporary
- ☐ Any
- ☐ Seasonal (i.e., summer)

How did you select At Your Service Heating and Cooling LLC (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, can you provide verification of your identity and legal right to work in the United States?

☐Yes ☐No

Have you ever been convicted of a felony (Do not identify convictions that have been sealed, expunged, dismissed, pardoned, or otherwise eradicated)?

☐Yes ☐No

If you are not a U.S. citizen, what is your visa status?

Do you have any physical limitations that may inhibit your ability to perform the tasks required of the position you are applying for?

☐Yes ☐No

Are you currently on "lay off" status and subject to a recall?

☐Yes ☐No

If yes, please explain:

EDUCATION

School Name	Location	Years Attended	Years Completed (circle)	Diploma/Degree	Major Field of Study
			High School 9 10 11 12	Y / N	
			Trade School 1 2 3 4	Y / N	
			College 1 2 3 4	Y / N	
			Grad School 1 2 3 4	Y / N	
			Other	Y / N	

Post Graduate Training Or Certifications	Date	Description

TECHNICAL/COMPUTER SKILLS

Office/Software:

- ☐ Microsoft Publisher
- ☐ Microsoft Excel
- ☐ Microsoft Access
- ☐ Microsoft Word
- ☐ Quick Books Pro
- ☐ Adobe Photoshop
- ☐ Switchboard
- ☐ 10-Key
- ☐ Bookkeeping
- ☐ Load Calculation
- ☐ Other: _____

HVAC

Service Install

- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Air Conditioning |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Distribution |
| <input type="checkbox"/> | <input type="checkbox"/> | Air to Air Heat Pump |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Warm Air Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil Warm Air Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Gas Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Oil Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Light Refrigeration |
| <input type="checkbox"/> | <input type="checkbox"/> | Commercial Refrigeration |
| <input type="checkbox"/> | <input type="checkbox"/> | Chillers |
| <input type="checkbox"/> | <input type="checkbox"/> | Control Systems |

Job Skills

- ☐ Brazing
- ☐ Welding
- ☐ Electrical
- ☐ Sheet Metal
- ☐ Carpentry
- ☐ Other: _____

Licenses

- ☐ HVAC Contractor
- ☐ Plumbing Journeyman
- ☐ Master Plumber
- ☐ Electrical
- ☐ Other: _____

WORK HISTORY

Employer (Most Recent)		Job Title	Supervisor	
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number, Including Area Code
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Employer Address:		
Job Duties/Work Performed				

Employer (Next Most Recent)		Job Title	Supervisor	
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number, Including Area Code
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Employer Address:		
Job Duties/Work Performed				

Employer (Next Most Recent)		Job Title	Supervisor	
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number, Including Area Code
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Employer Address:		
Job Duties/Work Performed				

Employer (Next Most Recent)		Job Title	Supervisor	
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone Number, Including Area Code
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Employer Address:		
Job Duties/Work Performed				

REFERENCES

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

Name	Relationship	Phone Number, Including Area Code
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Name	Relationship	Phone Number, Including Area Code
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Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

Name	Relationship	Phone Number, Including Area Code
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Street Address	City	State	Zip
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Name	Relationship	Phone Number, Including Area Code
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Street Address	City	State	Zip
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EMERGENCY CONTACT

Name	Relationship	Phone Number, Including Area Code
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Street Address	City	State	Zip
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DRIVING INFORMATION

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

☐ Yes ☐ No

State	License Number	Expiration Date

Has your driver's license ever been suspended for any reason? ☐ Yes ☐ No

If Yes, Please Explain:

Do you have personal automobile insurance? ☐ Yes ☐ No

Insurance Company:

Has your personal automobile insurance ever been cancelled? ☐ Yes ☐ No

If Yes, Please Explain:

List all moving traffic violations from the past five years.

Offence	Date	Location
Offence	Date	Location
Offence	Date	Location
Offence	Date	Location

WORK AVAILABILITY

Do you have any objections to working overtime?

☐ Yes ☐ No

Do you have any objections to being on call?

☐ Yes ☐ No

If needed, would you be able to work overtime with little notice?

☐ Yes ☐ No

Can you work on Saturday?

☐ Yes ☐ No

Can you work on Sunday?

☐ Yes ☐ No

SUPPLEMENTAL INFORMATION

Please describe any additional training, qualifications, or other factors we should be aware of.

How do you feel you can contribute to the At Your Service Heating and Cooling LLC team?

Why do you want to work at At Your Service Heating and Cooling LLC?

APPLICANT'S STATEMENT

By signing this application, I agree to the following:

Acknowledge By
Initialing

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

I understand that nothing in this employment application, nor anything said to me by any representative of At Your Service Heating and Cooling LLC during the interview process or afterwards shall constitute a contract of employment or other employment rights.

I authorize At Your Service Heating and Cooling LLC to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide At Your Service Heating and Cooling LLC with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

If hired, I authorize At Your Service Heating and Cooling LLC to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that At Your Service Heating and Cooling LLC at its sole discretion deems appropriate.

If I am employed by At Your Service Heating and Cooling LLC, I agree to conform to At Your Service Heating and Cooling LLC rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by At Your Service Heating and Cooling LLC at any time, without prior notice, at the sole discretion of At Your Service Heating and Cooling LLC management. I agree to conform to any changes in At Your Service Heating and Cooling LLC rules, regulations, and policies.

If employed by At Your Service Heating and Cooling LLC I acknowledge that my employment is completely "at will." My employment with At Your Service Heating and Cooling LLC may be terminated with or without cause, at any time, by me or by At Your Service Heating and Cooling LLC.

I acknowledge that no representative or employee of At Your Service Heating and Cooling LLC has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of At Your Service Heating and Cooling LLC.

Signature

Date