

CLAYTON HEATING & AIR CONDITIONING CO. INC.
APPLICATION FOR EMPLOYMENT
1144 E. MIDLOTHIAN BLVD.
YOUNGSTOWN, OH 44502

Clayton Heating & Air Conditioning Co. Inc. is an Equal Opportunity Employer, committed to employing individuals with regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, ancestry, or handicap.

Date of Application: _____ Date you can start: _____ Salary Desired: _____

Name: _____

Social Security No: _____ - _____ - _____ Driver License No: _____

Current Address: _____

Previous Address: _____

Telephone Number: _____

Are you authorized to work in the United States? Yes _____ No _____

(Proof of citizenship or immigration status is required by Federal Law upon employment)

GENERAL

Have you ever applied to or been employed by our company before? Yes _____ No _____

If yes, give dates: _____

Are you employed now? Yes _____ No _____

If so, may we contact your present employer? Yes _____ No _____

If we cannot inquire of your present employer, please explain why: _____

Are you on layoff and subject to recall? Yes _____ No _____

If employed, does your employment require you to continue working, or restrict your activities after leaving your current employment, for any period of time? Yes _____ No _____ if yes until what date? _____

What position are you applying for: _____

In case of emergency, person to contact: Name: _____

Phone: _____

Are you physically and mentally capable of performing the essential duties of the position for which you are applying? Yes _____ No _____ if not, please explain: _____

Are you a veteran of the U.S. Military service? Yes _____ No _____
If yes, what branch? _____

Have you ever been convicted of a crime, other than a minor traffic violation, within the last ten years?
Yes _____ No _____ If yes, please describe: _____

(A conviction record will not necessarily be a bar to your employment. Factors such as the age and type of offense, the seriousness and nature of the violation, and your rehabilitation will be taken into account)

EMPLOYMENT HISTORY

(list below your last four employers, beginning with your current or most recent employer)

| Dates Mo. | Name/Address/Phone/Contact of Employer | Wage or Salary Position Held | Reason for Leaving |
|------------|--|------------------------------|--------------------|
| From _____ | _____ | _____ | _____ |
| To _____ | _____ | _____ | _____ |
| From _____ | _____ | _____ | _____ |
| To _____ | _____ | _____ | _____ |
| From _____ | _____ | _____ | _____ |
| To _____ | _____ | _____ | _____ |
| From _____ | _____ | _____ | _____ |
| To _____ | _____ | _____ | _____ |

EDUCATION

| School | Name & Address | Years Attended | Did you Graduate? | Subjects Studied |
|---|----------------|----------------|-------------------|------------------|
| High School: | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| Trade/Business/ Technical School: | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| College: | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |

REFERENCES

(give the names of three persons not related to you whom you have know for at least 1 year)

| Name | Address | Phone | Occupation | Years Known |
|-----------|---------|-------|------------|-------------|
| #1 | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| #2 | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| #3 | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |