



**R & P HEATING & COOLING & RESTAURANT SERVICE**  
**1002 LOCUST STREET**  
**VALPARAISO, IN 46383**

**APPLICATION FOR EMPLOYMENT**

Date of Application: \_\_\_\_\_

To The Applicant: We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, gender, religion, disability, or national origin.

Please fill out all sections of this form completely in your own handwriting or printing. (All information will be treated confidentially)

Type of Employment Desired

- Full Time
- Part Time
- Temporary
- Seasonal
- Educational Co-Op

Referral Source

- Advertisement
- Walk In
- Employee
- Private Employment Agency
- Other

Position(s) applied for

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

Name of source (if applicable)

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

1. Identifying and Personal Data

Last Name			Telephone ( )
First Name			Middle Initial
Social Security Number			
Present Street Address			
City	State	Zip	How Long?
Previous Street Address			
City	State	Zip	How Long?
Drivers license # (if required by job)			

Have you ever been known by any other name(s)? If so, please list: \_\_\_\_\_

Have you filed an application for employment here before? If yes, give dates: \_\_\_\_\_

Have you ever been employed by this company before? If yes, give dates (from/to): \_\_\_\_\_

If you are under 18, can you provide proof of your eligibility to work?

**Circle One**

YES NO

Are you legally eligible for employment in this country

YES NO

(Proof of U.S. citizenship or immigration status will be required upon employment)

Are you able to meet the attendance requirements of the position?

YES NO

Will you work overtime if required?

YES NO

Will you travel if a job requires it?

YES NO

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## 2. Employment History

Please list your last (5) employers starting with the most recent. (Include your present position if you now employed.) Omit military service, and explain any gaps between employments.

From	To	Company Name	Telephone ( )
Job Title		Street Address	
Immediate Supervisor Title		City	State Zip
Reason For Leaving			
			Salary/Rate

From	To	Company Name	Telephone ( )
Job Title		Street Address	
Immediate Supervisor Title		City	State Zip
Reason For Leaving			
			Salary/Rate

From	To	Company Name	Telephone ( )
Job Title		Street Address	
Immediate Supervisor Title		City	State Zip
Reason For Leaving			
			Salary/Rate

From	To	Company Name	Telephone ( )
Job Title		Street Address	
Immediate Supervisor Title		City	State Zip
Reason For Leaving			
			Salary/Rate

From	To	Company Name	Telephone ( )
Job Title		Street Address	
Immediate Supervisor Title		City	State Zip
Reason For Leaving			
			Salary/Rate

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## 2. Employment History (cont.)

Which of your prior jobs did you like best? Why? \_\_\_\_\_

Do you prefer a job with a variety of duties? \_\_\_\_\_

What kind of work would you most like to do, if all paid the same? \_\_\_\_\_

Please list any former employers you would prefer we not contact for reference. Explain why. \_\_\_\_\_

May we contact your present employer? If "No", why not? \_\_\_\_\_

Did you have an investment in or were you an owner or part owner of any of the above firms? \_\_\_\_\_

Are you related by blood or marriage to any of the above employers? \_\_\_\_\_

Are you on layoff and subject to recall? \_\_\_\_\_

## Specialized Skill Section

Indicate (X) below the kinds of work you have done.

SKILLS AND FUNCTIONS	
<input type="checkbox"/> Commercial Kitchen Equipment	<input type="checkbox"/> Installation of Walk-In Cooler/Freezers
<input type="checkbox"/> Commercial Refrigeration	<input type="checkbox"/> Installation of Exhaust Hoods/Fans/MUA
<input type="checkbox"/> Hobart Slicers, Dishwashers, & Mixers	<input type="checkbox"/> Ice Machine Repair
<input type="checkbox"/> Exhaust Hood & Make-Up Air Unit Repair	<input type="checkbox"/> Ice Machine Cleaning
<input type="checkbox"/> Commercial HVAC Repairs	<input type="checkbox"/> Furnace & Air Conditioning Installation
<input type="checkbox"/> Furnace & Air Conditioning Tune-Ups	<input type="checkbox"/> Sheet Metal/Ductwork
<input type="checkbox"/> Furnace & Air Conditioning Repair	<input type="checkbox"/> Commercial HVAC Installation
<input type="checkbox"/> Residential/Commercial Water Heater Repair	<input type="checkbox"/> Fork Truck Certified
<input type="checkbox"/> Residential/Commercial Water Heater Installation	

## 3. References

List name and telephone numbers of (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list (3) school or personal references who are not related to you

Name	Telephone Number	Years Known
Name	Telephone Number	Years Known
Name	Telephone Number	Years Known

## 4. Education

	Name and Location of School Attended <small>(full time attendance during days only)</small>	Course of Study or Degree Earned	Years Attended (From-To)	Did You Graduate
High School				
Undergrad. College				
Graduate/Professional				
Other (Specify)				

Night School, Correspondence or Extension Courses Completed				

Are you presently enrolled in any course or program of education? If yes, elaborate. \_\_\_\_\_

Please list any extracurricular activities, clubs, and organizations or sports in which you participated while attending school. (Exclude any activities or information that would reveal gender, race, religion, age, national origin, color, disability, or other protected status.)

### 5. U.S. Military Service

Date entered service	Date of discharge
Type of work performed	Branch of service
Were you honorably discharged	Highest rank achieved
Training received in military service	

### 6. Other Qualifications

List any additional information you would like us to consider.

Indicate any foreign languages you can speak, read, or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Note to Applicants: Do not answer this question unless you have been informed about the requirements of the job for which you were applying.

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied? A description of the activities involved in such a job or occupation is attached.

**IMPORTANT:** Every applicant must read and sign this section. In signing this application form, I clearly understand and agree:

- (1) That all the statements are true and accurate to the best of my knowledge; and
- (2) That no attempt had been made to conceal or withhold pertinent information; and
- (3) That information found to be inaccurate, misrepresented, concealed, or withheld, will be considered cause for termination; and
- (4) I will abide to take physical exams at the company's expense to determine my suitability for continued employment if hired.
- (5) That this application is not a guarantee that I will be employed for a specified period of time and it does not constitute an employment contract, express, implied, or otherwise. The R & P, Inc. is an at-will employer. Both the employee and R & P, Inc. may terminate the employment relationship for any reason, at anytime, with or without notice. This at-will relationship cannot be modified, altered or changed in any way unless the modification, alteration, or change is in writing and signed by the employee and President of R & P, Inc.

Signed \_\_\_\_\_

**A resume or abstract of your background must be included with this form.**

FOR COMPANY USE ONLY	
NOTES	
_____	
_____	
_____	
Date Hired	_____
Starting Salary	_____
By	_____
Date	_____

4-24-13

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**R & P, INC.**  
**NOTICE OF PRE-EMPLOYMENT INVESTIGATION**

As an applicant for employment by R & P, Inc., please be advised the hiring process includes a verification of information you have provided on the Employment Application.

**AUTHORIZATION FOR RELEASE OF PERSONAL DATA RECORD INFORMATION**

To Whom It May Concern:

In consideration of R & P, Inc.'s processing of my application for employment, I hereby authorize and request any present or former employer, school, any law enforcement agency (including the Bureau of Criminal Apprehension) for criminal conviction history, or other persons having knowledge about me to release any and all application to R & P Inc. and \_\_\_\_\_ for the express purpose of employment screening.  
(Name of background verification company)

**APPLICANT INFORMATION (Please Print)**

Last Name	First Name	Middle Initial	
Street	City	State	Zip Code
		Drivers License #	State

If you have been known by any other name that records would be found under, i.e., maiden name, previous marriage, name change, please provide that name and date it was changed below.

Name:	Date Changed:
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NOTARY

State

County

Signature

I have read the information on pre-employment investigation provided above. I also understand that should I be employed by R & P Inc., any information, which I have represented or provided to the company in the course of applying for employment with the company found to be inaccurate, misrepresented, concealed, or withheld, will be considered for cause of termination. I hereby agree to release and hold harmless R & P, Inc., and anyone they might contact from any and all liability for obtaining or providing confirming information. I agree that a photocopy of this authorization for release expires one (1) year after the date of origination.

Attested on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Applicants Signature)