



**R & P HEATING & COOLING & RESTAURANT SERVICE**  
**324 NORTH 325 EAST**  
**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<br>( ) |
| First Name                             |       |     | Middle Initial   |
| Social Security Number                 |       |     | Date of Birth    |
| 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?
- Are you legally eligible for employment in this country  
(Proof of U.S. citizenship or immigration status will be required upon employment)
- Are you able to meet the attendance requirements of the position?
- Will you work overtime if required?
- Will you travel if a job requires it?

- Circle One**  
 YES NO  
 YES NO  
 YES NO  
 YES NO  
 YES NO

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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 |
|------|------------------|-------------|
|      |                  |             |
|      |                  |             |
|      |                  |             |

## 4. Education

|                       | Name and Location of School Attended<br><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)       |  |                                  |                          |                  |

|   | Name and Location of School Attended<br><small>(full time attendance during days only)</small> | Course of Study or Degree Earned | Years Attended (From-To) | Did You Graduate |
|---|--|----------------------------------|--------------------------|------------------|
| 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 _____ |

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2-03-15