

Application for Employment

DAVE DROEGKAMP HEATING

We sincerely appreciate your interest in employment with **DAVE DROEGKAMP HEATING (DDH)** and assure you that we are interested in your qualifications. To give us a clear understanding of your background, work history and skills this application assists in our screening process to best determine what if any position best meet your qualifications and/or needs. **This is the official application for employment. If incomplete, your application will not be considered.** (For office and professional positions a résumé does not replace the requirement to have this form completed in full. You may attach a resume for additional information for our review.) **Employment applications are considered active for 90 days for the position applied for.** If you need any assistance in the completion of this form or in our application process, please ask and we will be glad to help you.

PLEASE PRINT

Last Name		First Name		Middle Name		Date of Application: ____/____/____	
Address Number		Street		City		State	
						Zip code	
Telephone Number(s)		Home: () _____ - _____		Cell Phone: () _____ - _____			
Work: (optional) () _____ - _____				May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
E-mail Address: _____							
State age if under 18: _____		When is the best time to contact you? <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> evenings <input type="checkbox"/> anytime		Position applying for: _____		Any Over-time restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this in response to an advertised position? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Status Preference:			
Source: _____		Current/Last Rate of Pay: \$ _____/hr. or		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
		Current/Last Rate of Pay: \$ _____ - yearly salary.		<input type="checkbox"/> Temporary			
If offered employment, when can you start? Mo. ____ / Date ____ / Yr. _____				Starting Rate/Range of Pay Desired/Required: \$ _____ - \$ _____ / hr. or \$ _____ /yr.			
Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, position(s) held and approximate dates worked: _____			
Have you ever been employed under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, please state full name (s). _____			
Do you have any relative(s) currently working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, what is (are) their relationship(s) to you? _____ (Name) (Relationship)			
Do you have reliable transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you on lay-off and/or subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of lay-off: ____/____/____			
May you lawfully work in these United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, and/or unsure, please explain: _____						Can you prove such status, if offered employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any work hour and/or overtime considerations that may limit your availability for work or overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: (Note: We will make reasonable accommodations regarding such conditions, as required by law)							
Have you been convicted of a crime, which has not been removed from your record, pleaded no contest or have an arrest with a pending conviction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state date, place, and nature of conviction. ____/____/____ _____ ____/____/____ _____ ____/____/____ _____ ____/____/____ _____							
* Note: A criminal record, arrest with pending conviction, etc. does not constitute an automatic bar to employment. It will be considered only as it relates to the job for which you are applying.							
Please state any other last name(s) you may have been employed under: _____							
Have you ever been terminated, discharged or asked to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____ _____							

(Please continue on next page)

WORK/PROFESSIONAL EXPERIENCE

Start with your present or last job and "leave no gaps" showing immediate prior employment regardless of length of employment.

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Telephone Number (s)</u>	<u>Hourly Rate / Salary</u>		
	Starting	Final	
<u>Starting & Current/Last Job Title</u>	\$ _____	\$ _____	
<u>Supervisor</u>	Reason for Leaving: _____		
<u>May We Contact?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If you answered "no", please explain reason below:</u> _____			

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Telephone Number (s)</u>	<u>Hourly Rate / Salary</u>		
	Starting	Final	
<u>Starting & Current/Last Job Title</u>	\$ _____	\$ _____	
<u>Supervisor</u>	Reason for Leaving: _____		
<u>May We Contact?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If you answered "no", please explain reason below:</u> _____			

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Telephone Number (s)</u>	<u>Hourly Rate / Salary</u>		
	Starting	Final	
<u>Starting & Current/Last Job Title</u>	\$ _____	\$ _____	
<u>Supervisor</u>	Reason for Leaving: _____		
<u>May We Contact?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If you answered "no", please explain reason below:</u> _____			

Position Specific: Qualifications / Skills / Certifications, etc.

Please list the qualifications, experiences, licenses, certification, etc. that you feel especially qualify you for this position.

_____ _____ _____

Education

Please circle highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other: _____	Please circle highest post high school years completed: 1 2 3 4 5 6 +
Name of last school attended: _____	Location: (City/State) _____	
Most current degree/certifications, etc. achieved: _____ _____	Last/current GPA: _____ (If Applicable)	Where obtained: _____ _____

DAVE DROEGKAMP HEATING

Applicant Acknowledgment

(Please read carefully, and then sign below)

- **I certify** that all statements and information contained in this Employment Application were made by me are true, correct and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification or omission of any kind on this form and/or during **Dave Droegkamp, Heating's (DDH's)** employment process may result in denial of employment, or be cause for subsequent dismissal if hired.
- **I authorize DDH** to investigate my responses on this application and to contact all former employers or any individuals familiar with my employment background and me unless so specified otherwise within the reference section of this application form. I also understand that criminal convictions/background check, driving records, verification of licenses, certifications degree(s) and/or credit records checks may be required for specific positions as a condition of employment and that I will be notified if this is a requirement as appropriate during the interviewing process.
- **DDH reserves** the right to condition such investigations for purposes of verifying information I have provided or for obtaining any information — whether favorable or unfavorable — about my employment or me. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me and/or my employment, as conditioned by law. I understand that as part of the application process I may be required to participate in various pre-employment assessments and as a condition of employment, be required to complete all employment related paper work and/or processes. I also acknowledge that if employed I agree to complete all training and employee orientation(s) required.
- **I understand** that upon receiving a job offer, a physical examination, assessment for color blindness, medical related inquiries/screening and/or drug screening may be required as a condition of employment, which I in-turn must pass. (Examinations/assessments when required are job specific.)
- **I understand** that benefits and benefit plans provided by the company are conditions that exist at time of employment/publication/revision and do not constitute a contractual agreement or promise that they may not be amended, enhanced, or offered/continued in the future.
- **I acknowledge** of whether or not I become employed by **DDH** that this Employment Application Form, **DDH's** application/interview process, discussions, etc. and any offer of employment should not be considered as a guarantee or "contract of employment". **I understand:**
 - That employment with **DDH** is on an "At-Will" basis and that either the company or I can terminate my employment with or without cause and/or notice, at any time, unless I have been issued a written employment contract;
 - That no person other than **DDH's Shareholders and/or General Manager** has the authority to offer any agreement regarding employment or an employment contract. (Letters of offer are not employment contracts)
 - That unless such employment agreement /contract has been executed in writing to me by **DDH's Shareholders and/or General Manager**, my employment with **DDH's** "At-Will" and I in no way bind **DDH** to a contractual agreement regarding permanency of employment.

Applicant Signature of Understanding & Agreement

____/____/____
Date

Please print name

____ - ____ - ____
Social Security Number (*)

* (Assists in verification of background checks, certifications, licenses, degrees, etc.)

Thank you for your time and interest in pursuing employment with Dave Droegkamp Heating

An Equal Opportunity Employer