

# Application for Employment

(All blanks must be completely answered)

Kelly Heating & Electric LLC and its subsidiaries do not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, disability, Vietnam era military service, or any other basis on which discrimination is prohibited by federal, state, or local laws. No question on this application is intended to secure information to be used for such discrimination.

## Personal (Please print in ink)

|                                                        |  |                                                                                               |       |                                                  |  |
|--------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|-------|--------------------------------------------------|--|
| Name                                                   |  | Social security number                                                                        |       | Today's date                                     |  |
| Street address                                         |  | City                                                                                          | State | Zip                                              |  |
| Email address                                          |  | Telephone (days)                                                                              |       | Telephone (evenings)                             |  |
| Applying for<br>Full time      Part time      Seasonal |  | Type of work desired?                                                                         |       | How were you referred to us?                     |  |
| When will you be available to start work?              |  | Salary expected                                                                               |       | Are you at least 16 years of age?<br>Yes      No |  |
| Have you applied here before? If yes, when?            |  | Are you legally permitted to accept permanent employment in the United States?<br>No      Yes |       |                                                  |  |
| Work visa number and expiration date                   |  | Have you ever been convicted of a felony?<br>No      Yes (Explain)                            |       |                                                  |  |

## Education (You may be requested to furnish official transcripts of school or college)

| Name and Address of School                                               | Course/Major | GPA | From | To | Graduation Date | Degree |
|--------------------------------------------------------------------------|--------------|-----|------|----|-----------------|--------|
| High School                                                              |              |     |      |    |                 |        |
| College or University                                                    |              |     |      |    |                 |        |
| Other •                                                                  |              |     |      |    |                 |        |
| What courses did you take relative to the position you are applying for? |              |     |      |    |                 |        |

## Employment History (Please list all of your past employers over the last 10 years, current or most recent position first. IF MORE SPACE IS NEEDED PLEASE ATTACH ADDITIONAL PAGES)

|                                                   |                      |                                         |                              |                                                |     |
|---------------------------------------------------|----------------------|-----------------------------------------|------------------------------|------------------------------------------------|-----|
| Name of employer                                  |                      |                                         |                              | Area code/telephone                            |     |
| Address                                           |                      |                                         | City                         | State                                          | Zip |
| Start date                                        | Starting salary/wage | Starting position                       | Present position             | May we call you at this number?<br>Yes      No |     |
| Last date                                         | Present salary/wage  | Reason for leaving or desiring to leave | Name and title of supervisor |                                                |     |
| May we contact your present employer? Yes      No |                      |                                         |                              |                                                |     |

## Employment History (Continued)

|                  |                      |                    |                              |     |
|------------------|----------------------|--------------------|------------------------------|-----|
| Name of employer |                      |                    | Area code/telephone          |     |
| Address          |                      | City               | State                        | Zip |
| Start date       | Starting salary/wage | Starting position  | Exit position                |     |
| Last date        | Exit salary/wage     | Reason for leaving | Name and title of supervisor |     |

|                  |                      |                    |                              |     |
|------------------|----------------------|--------------------|------------------------------|-----|
| Name of employer |                      |                    | Area code/telephone          |     |
| Address          |                      | City               | State                        | Zip |
| Start date       | Starting salary/wage | Starting position  | Exit position                |     |
| Last date        | Exit salary/wage     | Reason for leaving | Name and title of supervisor |     |

## Technical Skills

|                           |                                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------------|
| Do you type?              | List your computer skills (i.e., Microsoft Excel, Word, Word Processing, Spreadsheets, Internet, Email, etc.) |
| Yes ____ No ____ WPM ____ |                                                                                                               |

## References *(Please list business references who may be contacted regarding your past work performance and job experience)*

|         |              |       |     |
|---------|--------------|-------|-----|
| 1. Name | Relationship | Phone |     |
| Address | City         | State | Zip |
| 2. Name | Relationship | Phone |     |
| Address | City         | State | Zip |
| 3. Name | Relationship | Phone |     |
| Address | City         | State | Zip |

## Signature and Authorization

### READ CAREFULLY

The facts set forth in my application for employment are true and complete. Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to, and including, my dismissal from employment if discovered at a later date.

Acceptance of this application affords no assurance of eventual employment. If employed, I understand I may be required to take a physical examination. I will also be required to verify my ability to legally accept permanent employment in the United States. For certain jobs, background investigations that may include credit checks, reference checking, and other reports as deemed necessary will be required. This application does not constitute a contract of employment. Employment and compensation can be terminated, with or without cause, at any time.

**My** signature below indicates that I have carefully read and understand the statements above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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PLEASE READ CAREFULLY

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APPLICATION FORM WAIVER

In exchange for the consideration of my job application to Kelly Heating & Electric LLC (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Kelly Heating & Electric LLC or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Kelly Heating & Electric LLC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act .

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

# Kelly Heating & Electric, LLC

## *Applicant Authorization for Release of Information*

*(Confidential- Independent of Employment Application)*

Name (include middle name if applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please list all of your past residences over the last 10 years, current or most recent residence first  
If more space is needed, please attach additional pages.

| <u>Address</u> |       | <u>County</u> |
|----------------|-------|---------------|
| 1. _____       | _____ | _____         |
| 2. _____       | _____ | _____         |
| 3. _____       | _____ | _____         |
| 4. _____       | _____ | _____         |
| 5. _____       | _____ | _____         |
| 6. _____       | _____ | _____         |

The facts set forth on this form are true and complete to the best of my knowledge.

I hereby provide the above information and authorize Kelly Heating & Electric LLC or its representatives to make any investigation of my personal, education, and/or professional history deemed necessary for potential employment or consulting purposes. This may include reports such as background investigations, motor vehicle, financial or credit history, criminal history, personal character, etc. Furthermore, I understand that you will be requesting information from various Federal, State, and other agencies, which maintain records containing my activities.

I understand that this information will be used solely for the employment process and will not be used in any form of discrimination.

The Fair Credit Reporting Act (Public Law 91-588) requires that I be advised that a credit report inquiry may be part of this background check. If a credit report is requested, I will be provided a copy upon my written request.

I hold harmless and voluntarily and knowingly authorize any person or entity to release any and all information to Kelly Heating & Electric LLC after making a written or oral request for such information. This includes any and all documents which, by agreement with me, have been designated as confidential or sealed.

\_\_\_\_\_

Signature

Date