

Reed Heating and Air Conditioning  
 1806 Business Loop 70 West  
 Columbia, MO 65202  
 573-445-HEAT

# Reed Heating and Air Conditioning

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ ext. \_\_\_\_ Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email Address: (if available) \_\_\_\_\_

How did you hear about our company? \_\_\_\_\_

## Employment Information

**Citizenship/Work Status:**

Current Employer: (if any) \_\_\_\_\_  
 \_\_\_\_\_ Years of Work

Experience directly related to the position you are applying for: \_\_\_\_\_

**Employment Type Desired:**

Desired Compensation: \$ \_\_\_\_\_

Other Compensation Desired: \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

## Education

| TYPE OF SCHOOL       | NAME OF SCHOOL | LOCATION | # OF YEARS COMPLETED | MAJOR & DEGREE |
|----------------------|----------------|----------|----------------------|----------------|
| High School          |                |          |                      |                |
|                      |                |          |                      |                |
| College/University   |                |          |                      |                |
|                      |                |          |                      |                |
| Bus. or Trade School |                |          |                      |                |
|                      |                |          |                      |                |
| Professional School  |                |          |                      |                |
|                      |                |          |                      |                |

### Drivers License Information

DO YOU HAVE A VALID DRIVER'S LICENSE? \_\_\_\_\_

Do you have reliable transportation to work (please be specific)? \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_

List any Moving Violations and/or Accidents from the last 3 years: \_\_\_\_\_

### Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_\_\_\_ Branch: \_\_\_\_\_

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? \_\_\_\_\_

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

### Work Experience

**Please list your work experience for the past 5 years beginning with your most recent job.**  
 If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of employer:  | Name of last supervisor | Employment dates | Pay or salary  |
| Address with city/state/zip:   |                         | From<br>To       | Start<br>Final |
| Phone:   | Your last job title     |                  |                |
| Specific reason for leaving  |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| May we contact this employer?  |                         |                  |                |

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of employer:  | Name of last supervisor | Employment dates | Pay or salary  |
| Address with city/state/zip:   |                         | From<br>To       | Start<br>Final |
| Phone:   | Your last job title     |                  |                |
| Specific reason for leaving  |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| May we contact this employer?  |                         |                  |                |

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of employer:<br><br>Address with city/state/zip:<br><br>Phone:  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Specific reason for leaving  |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| May we contact this employer?  |                         |                  |                |

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of employer:<br><br>Address with city/state/zip:<br><br>Phone:  | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>Final |
|  | Your last job title     |                  |                |
| Specific reason for leaving  |                         |                  |                |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                |
| May we contact this employer?  |                         |                  |                |

**HVAC/R INDUSTRY SKILLS SECTION INSTRUCTIONS:** ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

**HVAC/R Industry Skills**

What Size of HVAC/R equipment have you worked with?

---

What Manufacturers Equipment have you worked with?

---

What types of Equipment or Systems have you worked with?

## HVAC/R Industry Skills Continued

What types of Parts and Accessories have you worked with?

---

What Job Functions have you performed?

---

What Computer related experience do you have?

---

## Certifications & Licenses

What Certifications & Licenses do you have?

Include State and License Numbers for any licenses selected above, if applicable: \_\_\_\_\_

\_\_\_\_\_

Other Licenses & Certifications held: \_\_\_\_\_

**Additional Information**

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.

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

**Professional References**

Please list 3-4 people you have worked with who can attest to your On-the-Job experience and performance.

|  |  |
|--|--|
| <b>Name</b> _____<br>Position _____<br>Company _____<br>Telephone ( _____ ) _____<br>Email Address _____ | <b>Name</b> _____<br>Position _____<br>Company _____<br>Telephone ( _____ ) _____<br>Email Address _____ |
| <b>Name</b> _____<br>Position _____<br>Company _____<br>Telephone ( _____ ) _____<br>Email Address _____ | <b>Name</b> _____<br>Position _____<br>Company _____<br>Telephone ( _____ ) _____<br>Email Address _____ |

Did you complete this application yourself?  
If not, who did? \_\_\_\_\_

---

**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

---

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Reed Heating and Air Conditioning creates an actual or implied contract of employment. I understand that, if I accept employment with Reed Heating and Air Conditioning, it will be on an at-will basis. This means that either Reed Heating and Air Conditioning or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Reed Heating and Air Conditioning. I release Reed Heating and Air Conditioning, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Reed Heating and Air Conditioning to investigate information concerning my education, licensing, certifications, driving record, employment experiences and all other aspects of my background relevant to my proposed employment. I release Reed Heating and Air Conditioning and its employees from all liability arising from such investigation.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Print Name:** \_\_\_\_\_

Reed Heating and Air Conditioning is an equal 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 Reed Heating and Air Conditioning depends solely on your qualifications.