



**Airco Mechanical, Inc.**  
**8210 Demetre Avenue**  
**Sacramento, CA 95828**  
**Lic. No. 311454**

**EMPLOYMENT  
 APPLICATION**

Position(s) Preferred 1. \_\_\_\_\_ 2. \_\_\_\_\_ Salary Expected \$ \_\_\_\_\_

**PERSONAL**

Name \_\_\_\_\_  
 Last First Middle

Current Address \_\_\_\_\_  
 Number & Street City State Zip

Telephone, Cell ( ) \_\_\_\_\_ Telephone, office ( ) \_\_\_\_\_

**REFERRAL SOURCE**

Friend \_\_\_\_\_ Name  Relative \_\_\_\_\_ Name

Advertisement \_\_\_\_\_ Name  Other \_\_\_\_\_ Name

**EDUCATION**

	School & Location	Course	Grade Avg.	Grade Comp.	Degree
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

List other industry study, postgraduate education, seminars, military training, etc. which would be applicable to position(s) applied for:

	Dates
_____	_____
_____	_____
_____	_____
_____	_____

**MILITARY SERVICE**

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_ No \_\_\_

If so, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Account for all periods of unemployment. You must complete this section even if attaching a resume.**

**EMPLOYMENT HISTORY**

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Employment Dates (From) \_\_\_\_\_ (To) \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

YOUR JOB: Describe below your exact function in the organization. Also specify significant accomplishments and list noteworthy achievements while in this position.

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

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Employer's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

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

**EMPLOYMENT HISTORY**

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Employment Dates (From) \_\_\_\_\_ (To) \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

YOUR JOB: Describe below your exact function in the organization. Also specify significant accomplishments and list noteworthy achievements while in this position.

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

**OTHER EXPERIENCE, SKILLS, QUALIFICATIONS**

List below any other experience, skills, or qualifications, etc. which you feel qualify you for the position(s) you seek:

**REFERENCES** List below three persons not related to you who have knowledge of your work performance within the last three years.

- 1. Name: \_\_\_\_\_ Association: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Association: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Association: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MISCELLANEOUS**

- 1. Why are you applying for work at Airco Mechanical, Inc.? \_\_\_\_\_
  - 2. What is your ultimate career goal? \_\_\_\_\_
  - 3. If hired, would you have a reliable means of transportation to and from work: Yes \_\_\_\_\_ No \_\_\_\_\_
  - 4. Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes \_\_\_\_\_ No \_\_\_\_\_
  - 5. If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_
  - 6. Are you able to perform the essential functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, describe the functions that cannot be performed. \_\_\_\_\_  
\_\_\_\_\_
- (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)
- Are you able to perform all other duties of the job for which you are applying: Yes \_\_\_\_\_ No \_\_\_\_\_
  - If no, describe the functions that cannot be performed. \_\_\_\_\_  
\_\_\_\_\_
- (Note: Hire may be subject to passing a medical examination, and to skill and agility tests.)
- 7. Are you willing to travel? Yes \_\_\_\_\_ No \_\_\_\_\_ What percent of the time? \_\_\_\_\_ %
  - 8. Are you willing to relocate? Yes \_\_\_\_\_ No \_\_\_\_\_ Any geographic limitations? \_\_\_\_\_
  - 9. Are you willing to take a drug test? Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the Commercial Arbitration Rules of the American Arbitration Association. Arbitration shall be held in the County of Sacramento, State of California and California law applies. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company. Except for **employment at-will status**, any and all policies or practices can be changed at any time by Airco.

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

*An Equal Opportunity Employer that employs, promotes and in all ways accords persons equal treatment without consideration to race, color, creed, sex, national origin or disability.*