

EMPLOYMENT APPLICATION



True Pros
1505 W. 725 S.
Layton, UT 84041
801-514-4168
info@truepros.com

Applicant's Name (Last, First, Middle Initial):

Application Date:

Please Read Before Beginning: The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted, this document will be kept confidential and remain the property of True Pros.

True Pros is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

ABOUT TRUE PROS

True Pros is well established HVAC company with an excellent reputation for performance and as a place to work. The company cares about its co-workers, and insists that they care about their customers.

True Pro's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Standard service hours are from 7:00 a.m. to 9:00 p.m. Monday through Saturday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time for which they are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for 90 days.

BENEFITS

True Pros offers very competitive pay and benefits. The benefits include:

- Paid Holidays (7 per year)
- Paid Personal Time Off (5 days for full-time employees after the first year and one day per year up to 10 days)
- Social Security
- Retirement Contribution
- Workman's Compensation Insurance
- Health Savings Account Contribution
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Tool Allowance
- Field Service Uniform Allowance
- Company Training
- External Training
- Paperless Invoicing and Time Cards

PERSONAL INFORMATION

Date

First Name

Middle Name

Last Name

Social Security Number

Street Address

City

State

Zip

May we contact
you at your work
phone?

Are you 18 years
old or over?

If you are under
18, do you have a
work permit?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Home Phone

Mobile Phone

Work Phone

Have you worked
for us before?

☐ Yes ☐ No

If yes, when?

If yes, under what name?

If yes, what position(s) did you hold?

POSITION DESIRED

Type of work you are applying for:

☐ Laborer

☐ Maintenance
Technician

☐ Dispatch

☐ Technician's
Assistant

☐ Installation
Technician

☐ Customer
Service Rep

☐ Shop

☐ Service
Technician

☐ Office

☐ Sales

☐ Managerial

Type of schedule:

☐ Part-Time

☐ Regular

☐ Full-Time

☐ Temporary

☐ Days

☐ Seasonal (i.e.,
summer)

☐ Nights

☐ Weekends

☐ Any

☐ Other (describe): _____

Date Available: _____

How did you select True Pros(Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment,
can you provide verification of your identity and
legal right to work in the United States?

☐ Yes ☐ No

Have you ever been convicted of a felony (Do not
identify convictions that have been sealed, expunged,
dismissed, pardoned, or otherwise eradicated)?

☐ Yes ☐ No

Do you have any physical limita-
tions that may inhibit your ability
to perform the tasks required of
the position you are applying for?

☐ Yes ☐ No

If you are not a U.S. citizen,
what is your visa status?

Are you currently on
"lay off" status and
subject to a recall?

☐ Yes ☐ No

If yes, please explain

EDUCATION

School Name	Location	Years Attended	Years Completed (Circle)	Diploma Or Degree (Circle)	Major Field of Study
			High School 9 10 11 12	Y N	
			Trade School 1 2 3 4	Y N	
			College 1 2 3 4	Y N	
			Grad School 1 2 3 4	Y N	
			Other	Y N	

Post Graduate Training Or Certifications	Date	Description

TECHNICAL/COMPUTER SKILLS

Office/Software

- ☐ Microsoft Publisher
- ☐ Microsoft Excel
- ☐ Microsoft Access
- ☐ Microsoft Word
- ☐ Quick Books Pro
- ☐ Adobe Photoshop
- ☐ Switchboard
- ☐ 10-Key
- ☐ Bookkeeping
- ☐ Load Calculation
- ☐ Other: _____

HVAC

- | Service | Install | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Air Conditioning |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Distribution |
| <input type="checkbox"/> | <input type="checkbox"/> | Air to Air Heat Pump |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Warm Air Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil Warm Air Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Gas Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Hydronic Oil Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | Light Refrigeration |
| <input type="checkbox"/> | <input type="checkbox"/> | Commercial Refrigeration |
| <input type="checkbox"/> | <input type="checkbox"/> | Chillers |
| <input type="checkbox"/> | <input type="checkbox"/> | Control Systems |

Job Skills

- ☐ Brazing
- ☐ Welding
- ☐ Electrical
- ☐ Sheet Metal
- ☐ Carpentry
- ☐ Other: _____

Licenses

- ☐ HVAC Contractor
- ☐ Plumbing Journeyman
- ☐ Master Plumber
- ☐ Electrical
- ☐ Other: _____

WORK HISTORY

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If Still Employed By This Company, May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

Employer (Next Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	Employer Address	
		Telephone Number, Including Area Code	
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Job Duties/Work Performed	

REFERENCES

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

1.

Name

Phone Number, Including Area Code

Address

How Acquainted

2.

Name

Phone Number, Including Area Code

Address

How Acquainted

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

1.

Name

Phone Number, Including Area Code

Address

How Acquainted

2.

Name

Phone Number, Including Area Code

Address

How Acquainted

EMERGENCY CONTACTS

Name

Relationship

Address

Phone Number, Including Area Code

City

State

Zip

DRIVING INFORMATION

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver's license?

☐ Yes ☐ No

State

License

Expiration Date

Has your driver's license ever been suspended for any reason?

☐ Yes ☐ No

If Yes, Please Explain

Do you have personal automobile insurance?

☐ Yes ☐ No

Insurance Company

Has your personal automobile insurance ever been cancelled?

☐ Yes ☐ No

If Yes, Please Explain

List all moving traffic violations from the past five years.

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

WORK AVAILABILITY

Do you have any objections to working overtime?

☐ Yes ☐ No

Do you have any objections to being on call?

☐ Yes ☐ No

If needed, would you be able to work overtime with little notice?

☐ Yes ☐ No

Can you work on Saturday?

☐ Yes ☐ No

Can you work on Sunday?

☐ Yes ☐ No

SUPPLEMENTAL INFORMATION

Please describe any additional training, qualifications, or other factors we should be aware of.

How do you feel you can contribute to the True Pros team?

Why do you want to work at True Pros?

By signing this application, I agree to the following:

Acknowledge By
Initialing

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

Acknowledge By
Initialing

I understand that nothing in this employment application, nor anything said to me by any representative of True Pros during the interview process or afterwards shall constitute a contract of employment or other employment rights.

Acknowledge By
Initialing

I authorize True Pros to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide True Pros with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

Acknowledge By
Initialing

If hired, I authorize True Pros to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that True Pros at its sole discretion deems appropriate.

Acknowledge By
Initialing

If I am employed by True Pros, I agree to conform to True Pros rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by True Pros, at any time, without prior notice, at the sole discretion of True Pros management. I agree to conform to any changes in True Pros rules, regulations, and policies.

Acknowledge By
Initialing

If employed by True Pros, I acknowledge that my employment is completely "at will." My employment with True Pros may be terminated with or without cause, at any time, by me or by True Pros.

Acknowledge By
Initialing

I acknowledge that no representative or employee of True Pros has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

Acknowledge By
Initialing

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of True Pros.

Signature

Date