

Flame Furnace Company/ Heating & Cooling (Company) is an equal opportunity employer and provides a drug free work environment. It is the policy of the Company to recruit, hire and promote the best qualified individuals without regard to race, religion, color, natural origin, age, height, weight, sex, marital status or disability which does not impair the individual from performing the essential functions of the position for which they apply. Further, the Company provides reasonable accommodation upon request. Michigan law allows 182 days to provide the Company with written notice of your need for accommodation. There is no similar deadline under Federal law. Additional information is available through the Human Resources Department.



FURNACE COMPANY HEATING & COOLING

Consideration for Employment

I understand that prior to assuming a position with Flame Furnace Company/Heating & Cooling, I will be subject to a substance-screening test and that refusal to submit to such a screening will disqualify me as an applicant.

I understand and agree that as part of the employment application process, Flame Furnace Company / Heating & Cooling will conduct investigative pre-screening checks of my personal history, which may include employment, criminal, social security tracking, drivers analysis, verification of professional licensing, etc. I understand that if I am disqualified for employment due to the outcome of these reports, that I will be advised and given the name and address of the applicable reporting agency.

In consideration of being considered for employment with Flame Furnace Company / Heating & Cooling, I hereby certify that the information provided concerning my application for employment is accurate and complete. I understand that failure to provide accurate and complete information will be grounds for immediate and permanent disqualification from employment.

I further understand that employment with Flame Furnace Company/Heating & Cooling is at-will, and that either an employee or the Company may elect to terminate employment at any time for any reason, with or without cause.

My signature below shall serve as authorization to any employer to release to Flame Furnace Company / Heating & Cooling any and all information relating to my employment history. I voluntarily waive any claim or cause of action, which I might have against any such former employer, even if information is provided which I consider unfavorable.

Signature

Date

Employment Application

*An Equal Opportunity Employer
Drug-Free Workplace*



Employment Application

Personal		Today's Date	
Last Name	First Name	Middle Initial	
Present Address:	City	State	Zip Code
Day Phone	Evening Phone	Message Phone	
Have you ever been employed under another name? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give name(s)			
U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, do you have legal right to remain permanently in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	State Age If Under 18	Do you have a Valid Driver's License (Should one be required)? Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you learn of this position? (Personal referral – give name, newspaper, etc.)			State and Driver's License Number #
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date, Place, Charge, Penalty	

Position Desired			
Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Are you available to work weekends? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work Location Desired	Date Available	Salary Requirement	
Are you fluent in a foreign language? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, please indicate which language(s)	
What lead you to seek employment with the Company? Self <input type="checkbox"/> School <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Other <input type="checkbox"/>		Employed by Flame Furnace Company/ Heating & Cooling Before? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give dates From: _____ To: _____

Licenses / Certifications / Special Skills			
List all Professional licenses/Registrations/Certificates you currently hold that are relevant to employment:			
TYPE	STATE	NUMBER	EXPIRATION DATE

Education			
NAME/LOCATION OF SCHOOL	DATE COMPLETED	MAJOR FIELD OF STUDY	DEGREE(S) OR DIPLOMA(S)
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical School			Yes <input type="checkbox"/> No <input type="checkbox"/>
Colleges/Universities			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment History			
List each job held. Start with your present or last job. Include Military Service Assignments. May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer	DATES		Work Performed
Address	From	To	
Job Title	HOURLY RATE/ SALARY		
Supervisor	Phone #	Starting	Final
Reason for Leaving			

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Address	From	To	
Job Title	HOURLY RATE/ SALARY		
Supervisor	Phone #	Starting	Final
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Job Title	HOURLY RATE/ SALARY		
Supervisor	Phone #	Starting	Final
Reason for Leaving			

If additional space is required, please continue on a separate sheet of paper.

References		
(List three: Business, School, or personal references)		
NAME	ADDRESS AND TELEPHONE NUMBER	OCCUPATION

Emergency		
In case of emergency notify (Name)	Address	Phone