



1770 Genessee Avenue
 Columbus, Ohio 43211
 Phone: (614) 263-0913
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Refrigeration Systems Company

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We do not discriminate against any person because of race, religion color, national origin, sex, age, or any other legally protected status. Furthermore, we do not discriminate against any qualified person because of physical or mental disability that can be reasonably accommodated. Applicants and employees with disabilities may request an accommodation of their disability by notifying us of the need for accommodation.

PERSONAL

Date of Application: _____

Name _____
 Last First Middle

Social Security # _____

Present Address _____
 Street City State Zip

How long a resident of this State? _____

Telephone Number _____ Alternative Contact _____

Are you 18 years or older? Yes _____ No _____

Are you a U.S. citizen or alien authorized to work in the U.S.? _____

How did you hear about this company and/or position? _____

Relatives employed by this company: _____

Have you worked for us before? _____ If yes, when? _____

EMPLOYMENT DESIRED

Position applying for: 1. _____

2. _____

Seeking: Full Time _____ Part Time _____ Other _____

Hours willing to work _____ Days willing to work _____

Are you willing to travel if the position you are applying for so requires? _____

Date you are available to start work: _____ / _____ / _____

PREVIOUS EMPLOYMENT EXPERIENCE

List below present and past employers, starting with present or most recent employer:

1. Employer: _____ From: _____ To: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Describe work performed: _____

2. Employer: _____ From: _____ To: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Describe work performed: _____

3. Employer: _____ From: _____ To: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Describe work performed: _____

4. Employer: _____ From: _____ To: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Describe work performed: _____

QUALIFICATIONS AND EDUCATION

You are not required to answer any education questions unless they are directly related to the position you are applying for:

Name of High School: _____

Did you graduate? _____ If not, years completed: _____ GED obtained? _____

Post-high school technical or trade school? _____ Name: _____

Did you receive a certificate of completion? _____ Type of certificate: _____

College: _____

Major course of study: _____ Degree: _____

List any additional training or education that you believe relates to the position you are applying for:

Can you operate equipment necessary for performing essential functions of job for which you are applying?

Please specify: _____

Typing?_____ Words per minute:_____ Shorthand?_____ Words per minute:_____

If applying for a lift truck position, do you possess a valid lift truck license? _____

MILITARY SERVICE

Have you had any experience in the U.S. Armed Forces or in a State National Guard?

If yes, what branch: _____

Training/skills acquired that you believe are related to the position for which you are applying: _____

ADDITIONAL INFORMATION

Have you been convicted of a felony within the last five years which is substantially related to your ability to perform the job for which you are applying? _____

If yes, please state date and circumstances: _____

(yes will not necessarily disqualify you from consideration)

If offered employment, are you willing to submit to a pre-employment physical that is related to the job for which you are applying? _____

Are you willing to submit to a pre-employment substance abuse screening if not prohibited by state law? _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

Note: Applicant should carefully read and understand the following agreement and certification before signing.

I certify that all of the information that I have given here is true and complete. I agree that if I have not told the truth, or if I have tried to mislead the company, that will be enough reason not to hire me, or if I have been hired, to fire me.

I understand that the company will check my references and background, and that whether or not I am considered for a job depends on the results of that check. I authorize the company to use this application to check my background and references. I also authorize any of my prior employers, any of my references, and any other person to answer any questions about my ability, my character, my reputation, and my previous employment record. I release all of these people from any liability on account of having given this information.

I understand that my filling out this application does not mean that the company has any jobs open, and does not obligate the company to find a job for me.

I understand that if I am hired, there is no guarantee that the company will continue to employ me. Instead, the company has the right to terminate my employment at any time, just as I have the right to quit. I understand that there is no employment contract between the company and me. No one has promised me anything.

I understand that policies and rules that the company has now are not guaranteed, and that the company may change its policies and rules at any time.

I also understand that this application will be kept on active file for thirty days from the date I completed it. If I am not hired during that time and I still want to be considered, I will have to reapply.

Signature of applicant

Date