

ROBERTSON HEATING SUPPLY CO.
Application for Employment

Date of Application ____ / ____ / ____

PLEASE PRINT

Position(s) Applied For _____ Earnings Expected _____

Name _____
LAST FIRST MIDDLE

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ Social Security No. _____ - _____ - _____

If you are under 18, can you furnish a work permit? YES NO _____

Have you ever been employed here before? YES NO _____

Are you legally eligible for employment in this country? YES NO _____
 (Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work ____ / ____ / ____

Type of employment desired Full Time Part Time

Have you ever been convicted of a felony in the last seven (7) years? YES NO
 (Such conviction may be relevant if job related, but does not bar you from employment)

If yes, please explain _____

Driver's license number _____ State _____

Employment History

List your last three (3) employers, assignments or volunteer activities, **starting with the most recent**, including military experience

Date From	Date To	Employer	Telephone () -
Job Title		Summarize the nature of work performed and job responsibilities	
Immediate Supervisor & Title			
Reason for Leaving		Most enjoyable part of your job	
		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
Date From	Date To	Employer	Telephone () -
Job Title		Summarize the nature of work performed and job responsibilities	
Immediate Supervisor & Title			
Reason for Leaving		Most enjoyable part of your job	
		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
Date From	Date To	Employer	Telephone () -
Job Title		Summarize the nature of work performed and job responsibilities	
Immediate Supervisor & Title			
Reason for Leaving		Most enjoyable part of your job	
		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	

Educational Background

Name and Location	Years Completed	Did You Graduate?		Last Year Attended	Course of Study
		Major	Degree		
High School					
College					
Trade School, Business College, etc.					

Work Related References

Name	Telephone	Years Known
	() -	
	() -	
	() -	

Who referred you to this company?

Other than needing employment, why did you apply at Robertson Heating Supply?

What are your biggest strengths as a prospective employee?

List three (3) unique characteristics that your previous supervisor would use to describe you.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

I hereby give Robertson Heating Supply Co. permission to perform a background check which will include a Bureau of Motor Vehicle report as well as a criminal background check.

I understand employment is contingent on passing a drug test.

Signature of Applicant _____ Date ____ / ____ / ____

DO NOT WRITE BELOW THIS LINE

2012 Revision

Interviewed by _____ Date _____ Test Grade _____

Remarks _____

Hired _____ Position _____ Will Report _____ Salary or Wages _____

Background Check: FCRA Authorization to Obtain a Consumer Report

Disclosure and Release Form

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Robertson Heating Supply and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle record, including traffic citations and registration; and any other public records.

I, _____ (your name), authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Robertson Heating Supply and Open Online (PO Box 549 Columbus, OH 43216, 888-381-5656) or any other designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the Federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date

Please Print Clearly

1. Name (full) _____
2. Maiden Last Name _____
3. List any former names used _____
4. Social Security Number _____
5. Date of Birth _____
6. Telephone Number _____
7. Current Street Address _____
8. Driver's License Number _____ State Issued _____

By signing below, you are certifying that the above information is true and correct

Signature

Date