

**INTERMOUNTAIN HEATING & AIR CONDITIONING, INC.**

1751 Lyndale, Helena, MT 59601

Phone (406)449-4567

www.intermountainheating.com

An Equal Opportunity Employer

Intermountain Heating & A/C, Inc. does not discriminate in its hiring practices. All persons, without regard to race, religion, color, national origin, sex, age, physical handicap, or veteran's status, will be given equal consideration.

If you need more space for your answers, please attach a separate sheet. Feel free to add any additional information which will help us in placing you where you are best qualified.

**APPLICATION FOR EMPLOYMENT**

**PERSONAL**

Name \_\_\_\_\_ Date: \_\_\_\_\_  
                    First                      Middle                      Last

Present Address \_\_\_\_\_ Phone No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

If referred by one of our employees, indicate his or her name: \_\_\_\_\_

_____	_____	_____
Name	Address	Phone No.

**GOALS**

Position desired: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

What are your salary requirements per week? \_\_\_\_\_

What is your ultimate career goal? \_\_\_\_\_

**EMPLOYMENT HISTORY**

List in order with LAST employer first. Account for last 10 years or years worked if less than 10 years. Use supplemental sheets if necessary.

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1.	From	To	Job Title	Supervisor's Name	Salary	Phone
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Company	Location	Reason for Leaving
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Description of duties (indicate significant responsibilities, accomplishments and contributions.)

Name of Applicant

Date

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2. From To Job Title Supervisor's Name Salary Phone

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Company Location Reason for Leaving

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Description of duties (indicate significant responsibilities, accomplishments and contributions).

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3. From To Job Title Supervisor's Name Salary Phone

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Company Location Reason for Leaving

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Description of duties (indicate significant responsibilities, accomplishments and contributions).

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4. From To Job Title Supervisor's Name Salary Phone

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Company Location Reason for Leaving

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Description of duties (indicate significant responsibilities, accomplishments and contributions).

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5. From To Job Title Supervisor's Name Salary Phone

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Company Location Reason for Leaving

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Description of duties (indicate significant responsibilities, accomplishments and contributions).

Name of Applicant

Date

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6.	From	To	Job Title	Supervisor's Name	Salary	Phone
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Company	Location	Reason for Leaving
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Description of duties (indicate significant responsibilities, accomplishments and contributions).

Name of Applicant

Date

7. From To Job Title Supervisor's Name Salary Phone

Company Location Reason for Leaving

Description of duties (indicate significant responsibilities, accomplishments and contributions.)

EDUCATIONAL BACKGROUND

Name & Location	Dates		Graduate		Major		Minor Subject	Rank in Graduate Class	Average Major
	From	To	Mo.	Yr.	Degree	Subject			
High School									
Colleges									
Graduate School									
Technical, Business or Other									

Now attending: Undergraduate school Graduate school Years Complete \_\_\_\_\_

Scholastic honors, scholarships, assistantships, etc. \_\_\_\_\_

List of publications, theses, etc. \_\_\_\_\_

UNITED STATES ARMED FORCES

Branch of U.S. Service

Active Duty Dates

Name of Applicant

Date

From To

Major Duties

Service Schools Attended

**PROFESSIONAL ACTIVITY**

Registration Clocation and type: \_\_\_\_\_

Publications Clist: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

**REFERENCES**

List three professional references who are not relatives or previous supervisors:

\_\_\_\_\_  
Name Address Occupation Years Known

\_\_\_\_\_  
Name Address Occupation Years Known

\_\_\_\_\_  
Name Address Occupation Years Known

If you wish to give any additional information, use this space: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you under any obligation to a previous employer through a covenant not to compete or otherwise restricted in your acceptance of employment with a competitive firm? Yes No

Name of Applicant

Date

I certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, true and correct without reservations of any kind. I further affirm that I have not knowingly withheld any facts or circumstances that would materially affect this application. I authorize this company to verify any and all information contained in this application from former employers and others, and I release all concerned from any liability in connection with any information they give.

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Applicant's Signature

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(Company Interviewer)

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Date