

Employment Application

**Thomas &
Galbraith**

HEATING and COOLING

(513) 825-6805

www.MasterWorkService.com



**Thomas & Galbraith
Heating and Cooling
407 Northland Blvd.
Cincinnati, OH 45240**

**513-825-6805
513-825-7031 (fax)**

www.MasterWorkService.com

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 Thomas & Galbraith Heating and Cooling.

Thomas & Galbraith Heating and Cooling 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.

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

Application Date: _____

About Thomas & Galbraith

Thomas & Galbraith was started 1977 by Larry Thomas and Neal Galbraith. Thomas & Galbraith provides service, sales and installation of heating, cooling and indoor air quality products for residential and light commercial customers and clients.

Thomas & Galbraith Heating and Cooling

Thomas & Galbraith is a contracting company of integrity with a customer trust relationship that is of utmost importance. The company cares about employees, and insists employees care equally about our customers.

Thomas & Galbraith's office hours are 8:00 a.m. to 6:00 p.m., Monday through Friday and from 9:00 a.m. to 1:00 p.m. on Saturdays. Administrative and 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. Employees are compensated accordingly. New Hires must provide verification of the right to work in the United States. The Company performs background checks (drug, criminal and drivers license) on all new hires.

Benefits

Thomas & Galbraith offers very competitive pay and benefits. The benefits include:

- Paid Personal Time Off (ranging from 6 to 24 days depending on length of service).
- Social Security
- Paid Retirement
- Workman's Compensation Insurance
- Health Insurance
- Life Insurance
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Uniforms
- Company Training
- External Training
- Employee Discounts
- Bereavement Leave
- Military Leave
- Referral Program
- Development Courses
- Truck Wash Reimbursement

Personal Data

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 Thomas & Galbraith (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

Education

| School Name | Location | Years Attended | Years Completed (Circle) | | | | Diploma Or Degree (Circle) | | Major Field of Study |
|-------------|----------|----------------|--------------------------|----|----|----|----------------------------|---|----------------------|
| | | | 9 | 10 | 11 | 12 | Y | N | |
| _____ | _____ | _____ | High School | | | | Y | N | _____ |
| _____ | _____ | _____ | Trade School | | | | Y | N | _____ |
| _____ | _____ | _____ | College | | | | Y | N | _____ |
| _____ | _____ | _____ | Grad School | | | | 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 Contact

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

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

Yes No

Do you have personal automobile insurance?

Yes No

Has your personal automobile insurance ever been cancelled?

Yes No

List all moving traffic violations from the past five years.

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 Thomas & Galbraith team?

Why do you want to work at Thomas & Galbraith?

Applicant's Statement

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 **Thomas & Galbraith** during the interview process or afterwards shall constitute a contract of employment or other employment rights.

Acknowledge By
Initialing

I authorize Thomas & Galbraith to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide **Thomas & Galbraith** 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 Thomas & Galbraith to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that Thomas & Galbraith at its sole discretion deems appropriate.

Acknowledge By
Initialing

If I am employed by Thomas & Galbraith, I agree to conform to Thomas & Galbraith 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 Thomas & Galbraith, at any time, without prior notice, at the sole discretion of Thomas & Galbraith management. I agree to conform to any changes in Thomas & Galbraith's rules, regulations, and policies.

Acknowledge By
Initialing

If employed by Thomas & Galbraith, I acknowledge that my employment is completely "at will." My employment with Thomas & Galbraith may be terminated with or without cause, at any time, by me or by a designated representative of Thomas & Galbraith.

Acknowledge By
Initialing

I acknowledge that no representative or employee of Thomas & Galbraith 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 and psychological examination, and drug testing and background checks before the start of employment or following employment, at the discretion of Thomas & Galbraith.

Signature

Date