

										
APPLICANT INFORMATION										
Last Name:				First:				MI:		Date:
Street Address:							Apartment/Unit #			
City:				State:				Zip:		
Phone:				Email Address:					DOB:	
Date Available:				Social Security No.				Desired Salary:		
Married: <input type="checkbox"/>				Single: <input type="checkbox"/>						
Position applied for:										
Are you a citizen of the United States?										
Have you ever worked for this company?										
Were you referred to this company by a current or former employee?										
How did you hear about our company?										
EDUCATION										
High School:					Address:					
From:			To:		Did you graduate?				Degree:	
College:					Address:					
From:			To:		Did you graduate?				Degree:	
Other:					Address:					
From:			To:		Did you graduate?				Degree:	
REFERENCES - Please list three professional references.										
Full Name:						Relationship:				
Company:						Phone:				
Address:										
Full Name:						Relationship:				
Company:						Phone:				
Address:										
Full Name:						Relationship:				
Company:						Phone:				
Address:										
										



& Service, Inc.

PREVIOUS EMPLOYMENT - LAST SEVEN YEARS (LIST MOST RECENT FIRST)

Most Recent Company:		Telephone:	
Address:		Supervisor:	
Job Title:	Starting Salary:		Ending Salary:
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:		Ending Salary:
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?			
Most Recent Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:		Ending Salary:
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?			
Most Recent Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:		Ending Salary:
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?			



Mansfield Sales
& Service, Inc.

MILITARY SERVICE

Branch:			From: To:	
Rank at Discharge:			Type of Discharge:	
If other than honorable, explain:				
EMPLOYMENT INFORMATION				
When are you available to start work?				
Desired Employment Type:		Full Time:	Part Time:	Desired Salary (Per Hour):
What is your ideal position and work scheduled?				
What are your long-term career goals?				
Are you available to work overtime? Yes No			Are you available to work weekends? Yes No	
Do you have a valid driver's license? Yes No			If yes, please provide license number and state:	
BACKGROUND DATA				
Our company may conduct a criminal records investigation. However, a conviction on your record may not necessarily bar you				
from employment within our Company.				
Have you ever been convicted of a felony? Yes No			If yes, please explain:	
Are you currently out on bail or released on your own recognizance pending trial? Yes No				
If yes, please explain:				
Mansfield Sales & Service, Inc.				
KNOWLEDGE AND SKILLS				
Please rate your skills and knowledge from 1-3 in each of the following areas: (1 is no experience, 3 is expert - not all area apply)				
Air Conditioning – Commercial:			Air Conditioning – Residential:	
Refrigeration:			Commercial Kitchen Repair:	

Heating:	Electrical:
Energy Management Systems:	Preventative Maintenance:
Dispatch:	Bidding/Cost Estimation (HVAC):
Electronic Dispatch Software:	Sales:
Certifications and Licenses:	
List equipment brands you are familiar working on:	
List your three top areas of expertise (e.g., refrigeration, commercial HVAC, chillers, etc.):	
List any computer or dispatch software you are familiar with:	
Have you ever worked with or used electronic handheld devices to invoice customers and track equipment?	
<div><div>Yes</div><div>No</div></div>	
<div><div><div><div><div><div></div></div></div><div><div><div></div></div></div></div><div><div>Mansfield Sales & Service, Inc.</div></div></div></div>	
ADDITIONAL INFORMATION, DISCLAIMER AND SIGNATURE	
Persons with Disabilities/Vietnam Veterans, Disabled Veterans and Other Covered Veterans	
The Americans with Disabilities Act (ADA) and Section 503 of the Rehabilitation Act of 1973 prohibit employment discrimination against qualified individuals with disabilities. Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Veterans Employment Opportunity Act of 1998, eliminates barriers of employment for veterans. Our Company willingly complies with these laws.	
APPLICATION INFORMATION	
Please read the following statements and ask for clarification, if needed, before you sign this application.	

Applicants will be considered regardless of race, color, religion, gender, national origin, citizenship status, sexual orientation, age, marital status, veteran status, or the presence of a medical condition or disability.	
I certify that my answers are true and complete to the best of my knowledge. Further, I understand that if hired, I agree to abide by all Company policies and procedures, as outlined in the Company Handbook.	
If this application leads to employment, I further understand that false or misleading information in my application or interview may result in my release, regardless of how or when it was discovered. I authorize Woodlands Mechanical Group, LLC, and/or its subsidiaries to investigate and verify all statements and information contained in this application and during my interview (if applicable). I release all liability from anyone supplying such information, as well as Woodlands Mechanical Group, LLC, and its subsidiaries from any and all liability that might result from conducting an investigation.	
If hired, I further understand that:	
My employment would be at will, and that I could be terminated at any time, with or without cause or notice at the option of the employer or myself. This employment application will become part of the terms and conditions of employment.	
Signature:	Date: