Bentley's Heating & Air
PO Box 1061
Taylors, SC 29687
(864) 263-3611– office
(864) 268-5573 – Fax

Application for Employment

Name Last_____ First_____ Middle_____

Current Address_____

Phone_____ Social Security # _____

Driver's License #_____ State_____ Desired Salary: _____

Have you ever been convicted of/or have a pending felony?	____Yes ____No	If yes, when?_____
Have you ever been convicted of/or have a pending DWI/DUI?	____Yes ____No	If yes, when?_____
Have you ever tested positive on alcohol/controlled substance test?	____Yes ____No	If yes, when?_____
Are you authorized to work in the United States?	____Yes ____No	
Do you take any medications that could affect your driving?	____Yes ____No	
Has your license ever been denied, revoked or suspended?	____Yes ____No	
(If yes, please explain in driver's license information)		
Have you served in the U.S. Armed Forces?	____Yes ____No	

Employment History

A complete record of employment for the past ten years is necessary for your application to be processed. Please list your present employer first. All periods of time must be accounted for during this ten-year period, including military service, self-employment, non-driving positions and periods of unemployment. Provide complete address and phone numbers, including area codes and zip codes.

DATE AVAILABLE FOR WORK: _____

From:_____To:_____

Company Name:_____

Phone:(_____) _____

Street Address:_____

City:_____State:_____Zip:_____

Position:_____

Reason For Leaving:_____ Starting Pay:_____ Ending Pay:_____

From:_____To:_____

Company Name:_____

Phone:(_____) _____

Street Address:_____

City:_____State:_____Zip:_____

Position:_____

Reason For Leaving:_____ Starting Pay:_____ Ending Pay: _____

From:_____To:_____

Company Name:_____

Phone:(_____) _____

Street Address:_____

City:_____State:_____Zip:_____

Position:_____

Reason For Leaving:_____ Starting Pay:_____ Ending Pay: _____

From:_____To:_____

Company Name:_____

Phone:(_____) _____

Street Address:_____

City:_____State:_____Zip:_____

Position:_____

Reason For Leaving:_____ Starting Pay: _____ Ending Pay: _____

Please provide us with traffic violations and accident information for the last five years.

Traffic Violations

Date	State	Type of Violation (i.e. speeding 10 miles over)	Points or Penalty

Accident Information

Date	Personal or Commercial Vehicle	Nature Of Accident	Preventable Or Non-Preventable	Injuries	Fatalities	Amount
/ /						
Details:						

Date	Personal or Commercial Vehicle	Nature Of Accident	Preventable Or Non-Preventable	Injuries	Fatalities	Amount
/ /						
Details:						

Date	Personal or Commercial Vehicle	Nature Of Accident	Preventable Or Non-Preventable	Injuries	Fatalities	Amount
/ /						
Details:						

Education

High School Attended _____Highest Grade Completed_____

Address: _____City: _____ State: _____Zip: _____

If you did not complete high school, do you have a high school equivalency diploma? ____YES _____NO

Technical/Trade Schools attended: _____When: _____

Address:_____City: _____State: _____Zip: _____

Are you a HVAC certified? ____YES ____NO

Personal References
(Do not use relatives or former employers)

1. Name: _____ Phone: _____

   Occupation: _____

2. Name: _____ Phone: _____

   Occupation: _____

3. Name: _____ Phone: _____

   Occupation: _____

In case of an emergency

Name or Relative: _____ Relation: _____

Phone: _____

Bentley's Heating and Air is an equal opportunity employer.

This certifies that I, personally, accurately and truthfully completed this application. I understand that any omission or misrepresentation is "falsification" and may result in refusal of or separation from employment. I hereby authorize Burns & McBride, Inc., to make a complete investigation of my background including but not limited to: contacting personal references and current and past employers.

Signature _____ Date _____