

**APPLICATION FOR EMPLOYMENT**  
**Holtzople Heating and Air Conditioning**  
 16424 Old Frederick Road  
 Emmitsburg, MD 21727  
 Call Toll Free: 1-866-500-HEAT (4328)  
 Fax: 301-447-3610

Please Print In Ink

**APPLICANT INFORMATION:**

<b>Position(s) Applied For</b>			<b>Date of Application</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Expected Salary</b>	
<b>Address</b>			<b>Social Security Number</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone Number</b>	
<b>Are You Over The Age of 18 years?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  (If no you may be required to provide authorization)			<b>Alternate Phone Number</b>	
<b>Have you ever applied to Holtzople Heating and Air Conditioning before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list date(s)		<b>Are you legally eligible to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility will be required upon offer of employment)		

**AVAILABILITY:** (If employed, I will notify my supervisor in writing, should my availability change.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>AM</b>							
<b>PM</b>							

When would you be able to start work? \_\_\_\_\_

**EDUCATION:**

	Name & Location of School	Course of Study or Major	Number of Years Completed	Diploma/Degree
<b>High School</b>				
<b>College</b>				
<b>Graduate</b>				
<b>Vocational</b>				
<b>Other</b>				

**Please list any academic honors, scholarships, offices held, etc.** (do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any specialized training, apprenticeships, licenses, certifications or skills.

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**EMPLOYMENT HISTORY:** (Begin with the current or most recent employer. Do not exclude any employment. Include any applicable temporary employment (attach another sheet if necessary).

<b>Company Name &amp; Address</b>			
<b>Supervisor's Name &amp; Title</b>		<b>Start Date</b>	<b>End Date</b>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>	<b>Starting Wage</b>	<b>Ending Wage</b>
<b>Job Duties:</b>			
<b>Reason For Leaving and Explanation:</b>			

<b>Company Name &amp; Address</b>			
<b>Supervisor's Name &amp; Title</b>		<b>Start Date</b>	<b>End Date</b>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>	<b>Starting Wage</b>	<b>Ending Wage</b>
<b>Job Duties:</b>			
<b>Reason For Leaving and Explanation:</b>			

<b>Company Name &amp; Address</b>			
<b>Supervisor's Name &amp; Title</b>		<b>Start Date</b>	<b>End Date</b>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>	<b>Starting Wage</b>	<b>Ending Wage</b>
<b>Job Duties:</b>			
<b>Reason For Leaving and Explanation:</b>			

<b>Company Name &amp; Address</b>			
<b>Supervisor's Name &amp; Title</b>		<b>Start Date</b>	<b>End Date</b>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>	<b>Starting Wage</b>	<b>Ending Wage</b>
<b>Job Duties:</b>			
<b>Reason For Leaving and Explanation:</b>			

<b>Company Name &amp; Address</b>			
<b>Supervisor's Name &amp; Title</b>		<b>Start Date</b>	<b>End Date</b>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>	<b>Starting Wage</b>	<b>Ending Wage</b>
<b>Job Duties:</b>			
<b>Reason For Leaving and Explanation:</b>			

Please provide any additional information that you feel will help us in considering your application for employment.

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**Can you with or without reasonable accommodations, perform the essential functions of this job?** (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Yes  No

**Have you ever been convicted of a crime?** (A conviction will not necessarily disqualify you).  Yes  No

**If yes, please explain:**

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**REFERENCES:** (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

Name	Address	Phone Number	Relationship/Occupation	Years Known

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Holtzople Heating and Air Conditioning that such employment with Holtzople Heating and Air Conditioning is at will, for no specified duration and may be terminated by either Holtzople Heating and Air Conditioning or me at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Holtzople Heating and Air Conditioning or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Holtzople Heating and Air Conditioning except the Owner has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Owner of Holtzople Heating and Air Conditioning.

I understand that if offered a position with Holtzople Heating and Air Conditioning, I may be required to submit to a pre-employment medical examination, drug screening, reference and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Holtzople Heating and Air Conditioning and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

**SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Name and number of the person completing this form if other than the applicant:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Phone Number**

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment unless a specific exemption applies. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100. An employer who violates this law shall be subject to criminal penalties and civil liability.” (MGL 149 § 19B: Employee Polygraph Protection Act of 1988).

I have read and understand the foregoing notice concerning my rights under Maryland law with respect to polygraph tests.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**HOLTZOPLE HEATING AND AIR CONDITIONING IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**