

**RUTT'S HEATING & AIR CONDITIONING**  
**1001 WEST 1<sup>ST</sup> STREET**  
**HASTINGS, NE 68901**  
**Application for Employment**

**Personal Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Position or Positions Applying for \_\_\_\_\_

Day and Hours Available \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony? Yes or No

If yes please explain \_\_\_\_\_

**Education**

Name and Location of School-Degree/Diploma-Graduation Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills and Qualifications: Licenses, Skill, Training, Awards and any Special Training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please fill out back of application**

**Personal References** (no former employers or relatives)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Employment History**

Please list all present and past employment. Beginning with the most recent.

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Phone \_\_\_\_\_ Previous Wage \_\_\_\_\_

Describe The Work You Did \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Phone \_\_\_\_\_ Previous Wage \_\_\_\_\_

Describe The Work You Did \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Phone \_\_\_\_\_ Previous Wage \_\_\_\_\_

Describe The Work You Did \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Supervisor Name \_\_\_\_\_

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed.

Signature \_\_\_\_\_ Date \_\_\_\_\_