



DNJ Air Conditioning Services Inc.

55-05 Flushing Ave

Maspeth, NY 11378

Phone: 718-381-5795

service@dnjhvac.com

DNJ Air Conditioning Services Inc.
Application for Employment

Please Print

Equal access to programs, services and employment is available requiring accommodation to the application and/or interview process should contact a representative of the Human Resources Department.

Position Applied for _____ Date _____

Name _____
(Last) (First) (Middle)

Address _____
(Street/Apt) (City) (State) (Zip Code)

Telephone (_____) _____ Social Security Number _____

If you are under 18, can you furnish a work permit? Yes No

Have you ever been employed here before? Yes No

Are you legally authorized to work in this country? Yes No

Date available for work _____

Type of employment desired Full-Time Part-Time Temporary

Are you able to meet the attendance requirement of the position?

Have you been convicted of a crime in the last 7 years?

Such a conviction may be relevant if job, related, but does not necessarily bar you from employment.

If yes, please explain _____

Driver's license number (only if job applied for requires the use of an automobile or truck in daily tasks)

_____ State _____ Date Issued _____ Date Exp _____

Previous Employment

Please list your last four employers, assignments, or volunteer activities, starting with the most recent, including military experience.

From _____ To _____ Employer _____ Telephone _____

Job Title _____ Address _____ State _____

Immediate Supervisor and Title _____ Brief summary of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary

Starting \$ _____ per _____ Ending \$ _____ per _____

From _____ To _____ Employer _____ Telephone _____
 Job Title _____ Address _____ State _____
 Immediate Supervisor and Title _____ Brief summary of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary
 Starting \$ _____ per _____ Ending \$ _____ per _____

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 Job Title _____ Address _____ State _____
 Immediate Supervisor and Title _____ Brief summary of work performed and job responsibilities

Reason for leaving _____ Hourly Rate/Salary
 Starting \$ _____ per _____ Ending \$ _____ per _____

Skills and Qualifications

Summarize any training, skills, licenses, certificates, and/or characteristics of yourself that may qualify you as being able to perform functions for the position which you are applying.

Educational Background

Name & Location	Number of Years Completed	Did you Graduate?	Course of Study
High School			
College			
Other (i.e. Trade School)			

References

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____

I attest to the truth and accuracy of all information I have provided on this application and it is understood and agreed that any misrepresentation by me or omissions of fact on this application will be sufficient cause for rejection of my application and/or termination of my employment, if I have become employed.

I give DNJ Air Conditioning Services Inc. the right to investigate all references and secure additional information about me, if job related. I hereby release the company and its representatives from any liability for seeking such information, as well as all other persons, corporations or organizations for furnishing such information to Royal Industries Inc.

DNJ Air Conditioning Services Inc. is an equal opportunity employer and will not base hiring decisions on race, sex, national origin, religion, disability, age, or any other protected characteristic under applicable local, state, or federal laws DNJ Air Conditioning Services Inc. does not discriminate in employment and no question on this application is used or intended to be used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by applicable local, state or federal law.

This application is only current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

(I understand DNJ Air Conditioning Services Inc. is an "employer at will" and that if I become employed by the company just as I will be free to resign at any time, DNJ Air Conditioning Services Inc. reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of DNJ Air Conditioning Services Inc. has the authority to make assurances to the contrary.)

I understand it is DNJ Air Conditioning Services Inc. policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____ Date: _____