



**SUPER  
RADIATOR  
COILS™**

# Employment Application

**AN EQUAL OPPORTUNITY EMPLOYER**

**DATE:** \_\_\_\_\_

Please answer the questions to the best of your ability. All information will be treated confidentially

Please print in ink

**PERSONAL INFORMATION**

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**TELEPHONE:** HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_  
AREA CODE AREA CODE

Can you provide documentation to verify your identity and legal authority to work in the United States? .....  Yes  No

Are you age 18 or over?.....  Yes  No  
If under 18 years, you will be required to submit proof of age.

Have you ever been convicted of a misdemeanor, a felony, or convicted in a military court martial? .....  Yes  No  
If yes, give the date and explain: \_\_\_\_\_

(A conviction will not necessarily disqualify you from employment. "Convicted" includes a finding of guilt by a judge/jury, and a plea of guilty or "no contest". You also agree to promptly notify the Company if you are later convicted of a misdemeanor or a felony.)

Are you willing to undergo a pre-employment physical and drug test at company expense for the purpose of determining your capability to perform the position for which you are applying? .....  Yes  No

**POSITION APPLYING FOR**

Position Desired: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Type of Employment:  FULL TIME  PART TIME  SUMMER  TEMPORARY

For part time or temporary work, specify days/nights and hours desired: \_\_\_\_\_

Earliest date available: \_\_\_\_\_

How were you referred to us?  
 Newspaper Ad  Company Employee  School  Agency  On my own  
 Other \_\_\_\_\_ Name of above referral source: \_\_\_\_\_

Have you previously applied at SUPER RADIATOR COILS?.....  Yes  No  
If yes, indicate position applied for, dates, location, and name (if different): \_\_\_\_\_

**EDUCATION**

SCHOOLS	PRINT NAME, CITY, & STATE	DATES (month/year)		MAJOR COURSE OF STUDY	GRADUATE?	DEGREE REC'D
HIGH SCHOOL						X
COLLEGE						
GRADUATE SCHOOL						
VOCATIONAL SCHOOL						
OTHER (seminars, etc.)						

List present employer or most recent employer FIRST. Account for unemployment periods.

**EMPLOYMENT HISTORY**

<b>TO:</b> _____ <b>FROM:</b> _____ <b>SALARY</b> <b>START:</b> _____ <b>END:</b> _____ <b>TELEPHONE</b> (     )	<b>EMPLOYER / ADDRESS:</b> (city/state)		<b>SUPERVISOR</b>	<b>MAY WE CONTACT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
	<b>YOUR JOB TITLE &amp; DUTIES</b> _____ _____ _____			
	<b>TYPE OF BUSINESS</b>			
	<b>REASON FOR LEAVING:</b> _____			
<b>TO:</b> _____ <b>FROM:</b> _____ <b>SALARY</b> <b>START:</b> _____ <b>END:</b> _____ <b>TELEPHONE</b> (     )	<b>EMPLOYER / ADDRESS:</b> (city/state)		<b>SUPERVISOR</b>	<b>MAY WE CONTACT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
	<b>YOUR JOB TITLE &amp; DUTIES</b> _____ _____ _____			
	<b>TYPE OF BUSINESS</b>			
	<b>REASON FOR LEAVING:</b> _____			
<b>TO:</b> _____ <b>FROM:</b> _____ <b>SALARY</b> <b>START:</b> _____ <b>END:</b> _____ <b>TELEPHONE</b> (     )	<b>EMPLOYER / ADDRESS:</b> (city/state)		<b>SUPERVISOR</b>	<b>MAY WE CONTACT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
	<b>YOUR JOB TITLE &amp; DUTIES</b> _____ _____ _____			
	<b>TYPE OF BUSINESS</b>			
	<b>REASON FOR LEAVING:</b> _____			

**SKILLS**

**Please indicate your skills that relate to the job for which you are applying:**

**OFFICE POSITION**

- |   |  |
|---|--|
| <input type="checkbox"/> Microsoft WORD       | <input type="checkbox"/> AutoCAD                     |
| <input type="checkbox"/> Microsoft EXCEL      | <input type="checkbox"/> SolidWorks                  |
| <input type="checkbox"/> Microsoft POWERPOINT | <input type="checkbox"/> Visual Basic                |
| <input type="checkbox"/> Microsoft PUBLISHER  | <input type="checkbox"/> Statistical Process Control |
| <input type="checkbox"/> Microsoft ACCESS     | <input type="checkbox"/> _____                       |
| <input type="checkbox"/> Microsoft PROJECT    | <input type="checkbox"/> _____                       |
| <input type="checkbox"/> Microsoft OUTLOOK    | <input type="checkbox"/> _____                       |
| <input type="checkbox"/> Email?: _____        | <input type="checkbox"/> _____                       |
| <input type="checkbox"/> Adobe Acrobat        |  |

**SHOP POSITION**

- |  |  |
|--|--|
| <input type="checkbox"/> Punch Press         | <input type="checkbox"/> Boiler                  |
| <input type="checkbox"/> Lathe               | <input type="checkbox"/> Pneumatic Nailer        |
| <input type="checkbox"/> Milling Machine     | <input type="checkbox"/> Pipe Threader           |
| <input type="checkbox"/> Power Saw           | <input type="checkbox"/> Dock/Shipping Operation |
| <input type="checkbox"/> Oxy/Acetylene Torch | <input type="checkbox"/> Warehousing             |
| <input type="checkbox"/> Welding Machine     | <input type="checkbox"/> Maintenance             |
| <input type="checkbox"/> Forklift            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Crane/Hoist         | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Tube Bender         | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Chemical Degreaser  | <input type="checkbox"/> _____                   |

Please identify any other job related skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER**

Please list any unpaid work experience which has a direct bearing upon your qualification for the job which you are applying:

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

Please list any other job related information you think would be helpful to us in considering you for the position, such as any additional work experience, volunteer work, social activities, hobbies, clubs or professional organizations (list offices held), publications, accomplishments, etc. (Exclude information indicative of age, sex, race, color, religion or national origin.)

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

Please read the following statements carefully.

I authorize Super Radiator Coils to investigate the information contained in this application or otherwise provided by me and release Super Radiator Coils (and its employees and agents) from any and all liability for seeking information and opinions on me. I authorize all employers, educational institutions, entities, and persons listed in this application or identified by me to provide information about me and hereby release them from all liability for issuing such information. I hereby waive any privilege I have to such information.

I certify that the information I provided Super Radiator Coils in this application and during the hiring process is true and complete. I understand and acknowledge that any false, misleading, or incomplete information in the application or during the hiring process may result in rejection of my application or, if I have been hired, immediate termination of employment.

I understand that nothing contained in this employment application or in the granting of an interview, and no Super Radiator Coils policies, procedures, or handbooks that I might receive if I am hired, are intended to create an employment contract between Super Radiator Coils and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Super Radiator Coils unless made in writing and signed by an authorized officer of Super Radiator Coils. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or no reason, with or without cause, and with or without prior notice, and that Super Radiator Coils retains the same right. I also understand that if I am hired I will be required to sign a confidentiality statement and conflict of interest statement as a condition of my employment.

APPLICANT'S SIGNATURE

TODAY'S DATE



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P: 952-556-3330 -- F: 952-556-3341

451 Southlake Boulevard Richmond, VA 23236
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