

## HAWKINS EMPLOYMENT APPLICATION

Hawkins Heating & Air Conditioning hires only the best trained HVAC service technicians. We are always looking for qualified applicants with professional training and years of experience in the HVAC industry. Our corporate offices for Hawkins Heating & Air Conditioning are located in Virginia Beach, VA and our primary service area is the entire Hampton Roads area.

**How long have you worked in the HVAC industry?**  1-2 yrs  2-5 yrs  Over 5 yrs

**What city do you now (or plan to) live in:**  Virginia Beach  Norfolk  Chesapeake  Portsmouth  Hampton

**Personal Information:** Tele No: \_\_\_\_\_ Cell \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**Which position are you applying for?** \_\_\_\_\_ Date You Can Start? \_\_\_\_\_  
Current Salary? \_\_\_\_\_ Per \_\_\_\_\_ Currently employed? \_\_\_\_\_ Where? \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Have you ever applied to Hawkins before? \_\_\_\_\_ When? \_\_\_\_\_

**Educational History – What is the highest education level you have received thus far?**

Grammar  High School  College  Post Graduate  Trade School  
Did you receive a diploma? \_\_\_\_\_ Yrs in College \_\_\_\_\_ Degrees \_\_\_\_\_ Yrs Grad School \_\_\_\_\_  
Degree \_\_\_\_\_ Yrs. Trade School \_\_\_\_\_ Degree \_\_\_\_\_ Yrs Business School \_\_\_\_\_ Degree \_\_\_\_\_

**Certifications Held:**  NATE Certified  CFC Certified  Oil  Air Balance  Electrical  
Other Certifications: \_\_\_\_\_  
Other Skills: \_\_\_\_\_  
Other Training: \_\_\_\_\_  
Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_ Commercial DL: \_\_\_\_\_ License No: \_\_\_\_\_

**Employment Record:** Please list all professional employment starting with your last or current employer.  
**Current or Last Date** Date: From \_\_\_\_\_ Until \_\_\_\_\_ Company \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

**Previous Employer:** Please list all professional employment starting with your last or current employer.  
**Current or Last Date** Date: From \_\_\_\_\_ Until \_\_\_\_\_ Company \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

**Previous Employer:** Please list all professional employment starting with your last or current employer.  
**Current or Last Date** Date: From \_\_\_\_\_ Until \_\_\_\_\_ Company \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_

**Military Service:** Branch \_\_\_\_\_ Rank \_\_\_\_\_

**Please mail/fax completed APPLICATION to: 757-498-1366**  
**Hawkins Heating & Air Conditioning Inc**  
**340 Scarlet Oak Drive**  
**Virginia Beach, VA 23452**  
**(757) 498-1323**

## HAWKINS EMPLOYMENT APPLICATION

**Who may we contact about personal references:** Name \_\_\_\_\_  
Contact Info: \_\_\_\_\_ Name: \_\_\_\_\_ Contact  
Info \_\_\_\_\_

**Authorization and Release:** I hereby authorize Hawkins Heating & Air to conduct a complete background investigation of all statements contained herein and the references and employers listed above. I also agree to release my employee records from former employers and any pertinent information they may have, personal and or otherwise, and release the company from all liability for any damage that may result from utilization of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the American Disabilities Act (ADA) and other relevant federal and state laws. Further, I also certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

**Do you AGREE to the above terms**  Yes  No

Sign here for the application to be accepted: \_\_\_\_\_

**When you have completed this application please print out a copy and fax it to 757-498-1366**

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