



HVAC
 REFRIGERATION
 KITCHEN EQUIPMENT
 ICE MACHINE LEASING
 BEVERAGE SYSTEMS

APPLICATION FOR EMPLOYMENT

TWC Services Inc. is an Equal Opportunity Employer with an affirmative action program. The hiring policy of TWC Services, Inc. prohibits discrimination based upon race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, marital status, genetic information, protected veteran status or any other status protected by law. Applicants needing disability-related accommodations for interviews are requested to ask for them in advance. TWC Services, Inc. desires a drug-free workforce. A drug test may be a part of a pre-employment physical.

PERSONAL DATA

Last Legal Name	First	Middle	Daytime Telephone
Do you have a preferred name that you like to be addressed by? Yes No If yes, please provide:			Evening Telephone
Street Address	City	State	Zip Code
Home E-mail Address: If hired, may we e-mail company information to your home e-mail address? Yes No			
Position/Branch Applied For:	Type of Employment: Full Time Part Time Temporary Summer	How did you first learn of this position?	Required Salary
Have you ever been employed by TWC Services, Inc.? Yes No Where/When?			
List any relatives working for TWC Services, Inc.			
Are you physically able to perform this job? Yes No		Do you have a Valid Drivers License? Yes No	
Have you ever been convicted of a crime (Felony or Misdemeanor)? Yes No If yes, please explain incident, and date: <small>Note: A conviction is not an automatic bar to employment; your response will only be used in connection with evaluating your application.</small>			
Date available for work:	Are you willing to relocate? Yes No Please explain:	Are you willing to travel? Yes No Please explain:	

EDUCATION

SCHOOL	NAME AND LOCATION	YEARS ATTENDED	DATE LEFT	DEGREE OR MAJOR	GRADUATE
High School					Yes No
College					Yes No
Graduate					Yes No
Other					Yes No

List other special training or skills:	List associations, awards and licenses:
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Computer Skills (years and level of experience), career objectives or qualifications for employment.

Personal Interests



MILITARY

Service Branch	Date Entered	Date Discharged	Rank at Discharge
Field of Specialization	Did you have HVAC/Plumbing training? Yes No If "Yes," describe:		

EMPLOYMENT HISTORY

LIST LAST FOUR EMPLOYERS WITH MOST RECENT POSITIONS FIRST

1. Name & Address of Present or Most Recent Employer			Telephone
Date Employed	Date Left	Starting Salary	Last Salary
Your Position	Reason for Leaving		
Duties:			
Name & Position of Immediate Supervisor	Name & Position of a Co-Worker	Name & Position of a Subordinate (if applicable)	
May we ask the above people for a reference? Yes No If "No," why?			

2. Name & Address of Previous Employer			Telephone
Date Employed	Date Left	Starting Salary	Last Salary
Your Position	Reason for Leaving		
Duties:			
Name & Position of Immediate Supervisor	Name & Position of a Co-Worker	Name & Position of a Subordinate (if applicable)	
May we ask the above people for a reference? Yes No If "No," why?			

3. Name & Address of Previous Employer			Telephone
Date Employed	Date Left	Starting Salary	Last Salary
Your Position	Reason for Leaving		
Duties:			
Name & Position of Immediate Supervisor	Name & Position of a Co-Worker	Name & Position of a Subordinate (if applicable)	
May we ask the above people for a reference? Yes No If "No," why?			

4. Name & Address of Previous Employer			Telephone
Date Employed	Date Left	Starting Salary	Last Salary
Your Position	Reason for Leaving		
Duties:			
Name & Position of Immediate Supervisor	Name & Position of a Co-Worker	Name & Position of a Subordinate (if applicable)	
May we ask the above people for a reference? Yes No If "No," why?			

Please explain any gaps in your Employment History

I hereby certify that the answers given and the facts set forth in the above employment application are true and complete and no attempt has been made by me to conceal pertinent information. I acknowledge that all facts and statements are subject to investigation by TWC Services, Inc., and that if through investigation, at any time during employment, any fact or misleading information is found to exist in this application, I understand I will be subject to discharge from employment.

Signature of Applicant	Date
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APPLICATION FOR EMPLOYMENT ATTACHMENT 1

As a contractor of Federally-funded projects, we are required to maintain statistics on the ethnical group of all applicants. We ask that you volunteer the following information to assist us in complying with federal and state laws governing affirmative action and non-discrimination in employment.

Your refusal to complete this information will not affect the outcome of your application for employment.

Race:	White	Hispanic	American Indian/Alaskan Native
	Black	Asian/Pacific Islander	Other (please list)
Sex:	Male	Female	

Disability: You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

- Yes I have a disability (or previously had a disability)
- No I don't have a disability
- I don't wish to answer

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Please let us know if you require a reasonable accommodation;

VETERAN/U.S. MILITARY STATUS: If you believe you belong to any of the categories of protected veterans listed below, please indicate by checking the appropriate box. As a contractor of Federally-funded projects, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Disabled Veteran; A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or A person who is discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran; Any veteran during the three-year period beginning on the date of discharge or release from active duty in the U.S. military, ground, naval or air service.

Other Protected Veteran; A veteran who served on active duty in the U.S. Military during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces Service Medal Veteran; veteran who served on active duty for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Referral Source: How did you first learn of this position?

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|-----------------------------------|-----------------------------|
| Friend (give name) | Relative (give name) |
| TWC Services Employee (give name) | Walk-In |
| Employment Agency (give name) | Career Fair (give location) |
| Internet Source: | Other (list source) |
| Careerbuilder.com | TWC Services Website |
| HVACAgent.com | Indeed |
| MEP Jobs | Other (give name) |

Name	Phone	Date
Branch Location	Position Applied For	