

APPLICATION FOR EMPLOYMENT

HEAT TRANSFER EQUIPMENT COMPANY 1515 NORTH 93rd EAST AVENUE TULSA, OKLAHOMA 74115 (918) 836-8721

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY/HANDICAP, VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT IN INK)

POSITION(S) APPLIED FOR _____ DATE OF APPLICATION _____

HOW DID YOU LEARN ABOUT US?

____ ADVERTISEMENT ____ FRIEND ____ WALK-IN
____ EMPLOYMENT AGENCY ____ RELATIVE ____ OTHER _____

LAST NAME FIRST NAME MIDDLE NAME

ADDRESS CITY STATE ZIP CODE

() ()

HOME PHONE NUMBER CELL PHONE NUMBER

	<u>YES</u>	<u>NO</u>
ARE YOU 18 YEARS OR OLDER?	_____	_____
HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?	_____	_____
IF YES, GIVE DATE	_____	_____
HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE?	_____	_____
IF YES, GIVE DATE	_____	_____
ARE YOU CURRENTLY EMPLOYED?	_____	_____
MAY WE CONTACT YOUR PRESENT EMPLOYER?	_____	_____
MAY WE CONTACT YOUR PREVIOUS EMPLOYERS?	_____	_____
ON WHAT DATE WOULD YOU BE AVAILABLE TO WORK?	_____	_____
ARE YOU AVAILABLE TO WORK SHIFT WORK?	_____	_____
ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL?	_____	_____
HAVE YOU EVER BEEN CONVICTED OF A FELONY?	_____	_____

If yes, please describe details, including dates, on the back of this page.
Note: A criminal conviction will not necessarily disqualify you from employment.

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? _____ YES _____ NO _____ GED

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/ DEGREE
COLLEGE				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES.

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

1. EMPLOYER		<u>DATES EMPLOYED</u>		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		<u>HOURLY RATE/SALARY</u>		WORK PERFORMED
JOB TITLE SUPERVISOR		STARTING	FINAL	
REASON FOR LEAVING				
2. EMPLOYER		<u>DATES EMPLOYED</u>		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		<u>HOURLY RATE/SALARY</u>		WORK PERFORMED
JOB TITLE SUPERVISOR		STARTING	FINAL	
REASON FOR LEAVING				
3. EMPLOYER		<u>DATES EMPLOYED</u>		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		<u>HOURLY RATE/SALARY</u>		WORK PERFORMED
JOB TITLE SUPERVISOR		STARTING	FINAL	
REASON FOR LEAVING				

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

PRODUCTION EQUIPMENT /
OTHER (LIST):

_____ 10 – KEY	_____ MS WORD	_____
_____ HTRI	_____ MS EXCEL	_____
_____ AUTOCAD	_____ MS ACCESS	_____
	_____ ADOBE ACROBAT	_____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

REFERENCES

1. _____ / _____
(NAME) (RELATIONSHIP TO YOU)

(PHONE NUMBER) (OK TO CONTACT IMMEDIATELY? Y OR NO)
2. _____ / _____
(NAME) (RELATIONSHIP TO YOU)

(PHONE NUMBER) (OK TO CONTACT IMMEDIATELY? Y OR NO)
3. _____ / _____
(NAME) (RELATIONSHIP TO YOU)

(PHONE NUMBER) (OK TO CONTACT IMMEDIATELY? Y OR NO)

APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZED INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANYTIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

I UNDERSTAND AND AUTHORIZE HEAT TRANSFER EQUIPMENT OR ITS AGENT(S) TO VERIFY THE INFORMATION I SUPPLIED IN THIS APPLICATION. I UNDERSTAND AND AUTHORIZE HEAT TRANSFER EQUIPMENT OR ITS AGENT(S), NOW OR IN THE FUTURE, TO RUN CRIMINAL RECORDS OR REGISTRY CHECKS, EMPLOYMENT VERIFICATIONS, SOCIAL SECURITY VERIFICATIONS, AND THE LIKE. I ALSO UNDERSTAND THAT, AS A CONDITION OF EMPLOYMENT, I MAY BE REQUIRED TO UNDERGO DRUG AND/OR ALCOHOL TESTING.

I HEREBY AUTHORIZE ANY AND ALL, CURRENT OR FORMER EMPLOYER(S) TO RELEASE TO HEAT TRANSFER EQUIPMENT COMPANY INFORMATION FROM MY PERSONNEL FILE, PAYROLL INFORMATION, OR ANY OTHER INFORMATION WHICH HEAT TRANSFER EQUIPMENT COMPANY MAY DEEM NECESSARY OR HELPFUL IN EVALUATING ME FOR EMPLOYMENT. FURTHER, HEAT TRANSFER EQUIPMENT AND PARTIES PROVIDING REFERENCE INFORMATION ARE RELEASED FROM ANY AND ALL LIABILITY FOR DAMAGES FOR FURNISHING OR RECEIVING SUCH INFORMATION.

Signature of Applicant

Date