



# Employment Application

**AireSmith, Inc**  
**113 W. Lindbergh**  
**Universal City, Texas 78148**  
**210-658-0841**  
**www.airesmith.com**  
**support@airesmith.com**

<p><b>*To be filled out by AireSmith</b></p> <p><b>Hired: Yes / No</b></p> <p><b>Start Date: ____/____/____</b></p> <p><b>Starting Pay: _____</b></p> <p><b>Hourly / Salary</b></p>
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Applicant's Name:

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

Application Date: \_\_\_\_\_

**Please Read Before Beginning:** The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write "N/A" or "Not Applicable."

Once submitted this document will be kept confidential and remain the property of AireSmith, Inc.

AireSmith, Inc is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

# About Us

AireSmith was started in 1988 by John Smith. AireSmith has focused primarily on residential service and repair but will also work on light commercial projects for some customers. While new construction is not a primary focus for AireSmith we will accept these projects for existing customers.

AireSmith has an excellent reputation both for work quality, customer service, and doing the job correctly without cutting corners. Being a small company focused on providing customers with superior service. AireSmith cares about its employees and insist that its employees care for its customers.

AireSmith's office hours are 8 am to 5 pm, Monday through Friday. Standard service hours are 8 am to 5 pm, Monday through Friday, with emergency on call technicians available from 5 pm to 9pm Monday through Friday, 9 am to 7pm on Saturday and 9 am to 5pm on Sunday available year round. Service personnel are expected to work in excess of 40 hours a week in periods during high demand and to remain on call from time to time. Employees will be compensated accordingly. Additionally some office staff will be required to assist during the emergency on call times.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for 90 days.

AireSmith, Inc offers very competitive pay and benefits. This include:  
(benefits may differ for each position)

- Paid Holidays
- Paid Personal Time Off (5 days after 1 year of employment, 10 days after 5 years)
- Retirement Contribution
- Workman's Compensation Insurance
- Health Insurance
- Employee Suggestion Program
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Laundered Uniforms
- Company Training
- External Training
- Company Fun Days

# Benefits

# Personal Data Position Desired

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-Mail Address

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

Have you worked  
for AireSmith before  
Yes  No

\_\_\_\_\_  
If yes, when?

\_\_\_\_\_  
If yes, what position(s)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Do you have any physical limitations  
that may inhibit your ability to perform  
the tasks required of the position you are applying for?  
Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you receive a conditional  
offer of employment, can  
you provide verification of  
your identity and legal right  
to work in the United States  
Yes  No

If you are not a U.S. citizen,  
what is your visa status?  
\_\_\_\_\_

Have you ever been convicted  
of a felony (Do not identify  
convictions that have been sealed,  
expunged, dismissed, pardoned,  
or otherwise eradicated)?  
Yes  No

Type of work you are applying for:

- Warehouse Director
- Outside Sales
- Dispatch
- General Office
- Customer Service Rep

- Maintenance Technician
- Installation Technician
- Service Technician
- Installation Helper
- Other: \_\_\_\_\_

- Part Time
- Full Time
- Regular
- Temporary
- Seasonal

Date Available: \_\_\_\_\_

# Education

School Name	Years Attended	Levels Completed	Major Field of Study
_____	_____	High School 9 10 11 12	_____
_____	_____	Trade School 1 2 3 4	_____
_____	_____	College 1 2 3 4	_____
_____	_____	Grad School 1 2 3 4	_____
_____	_____	Other	_____

Relevant Training or Certifications	Date	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office/Software:

- Excel
- Word
- Quick Books
- Adobe Acrobat
- Photoshop
- Illustrator
- Manual J Loads

Other: \_\_\_\_\_

HVAC:

- Air Conditioners
- Furnaces
- Heat Pumps
- Zoning
- Low Voltage Wiring
- Air Flow
- Flex Duct

Job Skills:

- Brazing
- Electrical
- Sheet Metal
- Carpentry
- Plumbing
- "Triple" Evacuation
- Code Compliance

Other: \_\_\_\_\_

Licenses:

- Registered ACR Technician
- Certified ACR Technician
- ACR Contractor
- Texas Drivers License

Other: \_\_\_\_\_

# Technical/Computer Skills

# Work History

Employer (Most Recent): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_/\_\_\_ Employed To: \_\_\_/\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number (including area code): \_\_\_\_\_

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact: Yes / No

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Employer (Next Most Recent): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_/\_\_\_ Employed To: \_\_\_/\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number (including area code): \_\_\_\_\_

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact: Yes / No

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Employer (Next Most Recent): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employed From: \_\_\_/\_\_\_ Employed To: \_\_\_/\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number (including area code): \_\_\_\_\_

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact: Yes / No

# References

Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

1.	_____	_____
	Name	Phone Number, Including Area Code
	_____	_____
	Address	How Acquainted
2.	_____	_____
	Name	Phone Number, Including Area Code
	_____	_____
	Address	How Acquainted

Please list the names and contact information of two personal references, who have know you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

1.	_____	_____
	Name	Phone Number, Including Area Code
	_____	_____
	Address	How Acquainted
2.	_____	_____
	Name	Phone Number, Including Area Code
	_____	_____
	Address	How Acquainted

_____	_____
Name	Phone Number, Including Area Code
_____	_____
Address	Relationship
_____	_____
City	State      Zip

# Emergency Contact

Only applicants for positions that would require the use of a company vehicle should complete the following. Other applicants should skip this section.

Do you have a current diver's license? \_\_\_\_\_  
State License Expiration

Yes  No

Has your driver's license ever been suspended for any reason? If yes explain. \_\_\_\_\_

Do you have personal automobile insurance? \_\_\_\_\_  
Yes  No  Insurance Company

Has your personal automobile insurance ever been cancelled? \_\_\_\_\_  
If yes please explain. \_\_\_\_\_

List all moving traffic violations from the past five years.

Offense	Date	State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any objections to working overtime?

Yes  No

Do you have any objections to being on call?

Yes  No

If needed, would you be able to work overtime with little notice?

Yes  No

Can you work on Saturday?

Yes  No

Can you work on Sunday?

Yes  No

Please describe any additional training, qualifications, or other factors we should be aware of.

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

How do you feel you can contribute to the AireSmith team?

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

Why do you want to work at AireSmith?

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

\_\_\_\_\_  
Initial I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

\_\_\_\_\_  
Initial I understand that nothing in this employment application, nor anything said to me by any representative of AireSmith, Inc during the interview process or afterwards shall constitute a contract of employment or other employment rights.

\_\_\_\_\_  
Initial I authorize AireSmith, Inc to investigate and validate the information provided on this application and give permission to any people or ordinations listed on this application to provide AireSmith with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

\_\_\_\_\_  
Initial If hired, I authorize AireSmith to provide my employment record and other information surrounding my employment to protective employers, government agencies, or other parties with an interest that AireSmith at its sole discretion deems appropriate.

\_\_\_\_\_  
Initial If I am employed by AireSmith, I agree to conform to AireSmith rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by Airesmith, at ant time, without prior notice, at the sole discretion of AireSmith management. I agree to conform to any changes in AireSmith rules, regulations, and policies.

\_\_\_\_\_  
Initial If employed by AireSmith, I acknowledge that my employment is completely "at will." My employment with AireSmith may be terminated with or without cause, at any time, by me or by AireSmith, Inc.

\_\_\_\_\_  
Initial I acknowledge that no representative or employee of AireSmith has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

\_\_\_\_\_  
Initial I agree to a physical examination, psychological examination, and drug testing before the state of my employment or following employment, at the discretion of AireSmith, Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Please do  
not fill out  
past this  
page



1. What interests you about this position?
2. Why should I hire you?
3. Tell me about your job responsibilities in your last position.
4. Why did you leave your last job?
5. Describe a challenging work project you were given in the past and how you completed it.
6. Tell me a time you had to deal with a difficult person. How did you handle it?
7. Give an example of a situation where you were under pressure on the job.
8. If I were to call your former manager, what would they say your strengths and weaknesses are?
9. (Optional) Note: I would ask this if there was a “gap” (usually a period of 6 months or longer with no job activity) in the job history or the applicants resume or application. **I notice that there is a time period for which you don't have a job listed on your resume. What were you doing during that time? Note: I would ask this if there was a “gap”**
10. When can you start work?
11. What hours are you available?
12. Are you comfortable working alone?

13. Given the duties I have outlined, what do you think that you can bring to the company?

14. What special or unique abilities do you have that may help the company grow?

15. In your old position, how many times do you feel you came to work late or called in sick?

16. We are looking for a long term person. What would be your dream job here?

17. What is your overall dream job?

18. Tell me anything else that you feel might help your chances of getting to work here?

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Interviewer: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Attitude: 1) \_\_\_\_\_

2) \_\_\_\_\_

Honesty: 1) \_\_\_\_\_

2) \_\_\_\_\_

Integrity: 1) \_\_\_\_\_

2) \_\_\_\_\_

Appearance: 1) \_\_\_\_\_

2) \_\_\_\_\_

Team focus: 1) \_\_\_\_\_

2) \_\_\_\_\_

Promptness: 1) \_\_\_\_\_

2) \_\_\_\_\_

Dependable: 1) \_\_\_\_\_

2) \_\_\_\_\_

Would you recommend for hire? 1: Yes / No      2: Yes / No