

Employment Application



Bay Furnace & Sheet Metal

24530 Sperry Drive
Westlake, OH 44145

Phone Number: (440)871-3777
Fax Number: (440)871-3899
Web Site: www.bayfurnace.com
Job Email: bayfurnace@bayfurnace.com

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 Bay Furnace.

Bay Furnace 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.

Applicant's Name (Last, First, Middle Initial): _____

Application Date: _____

About Bay Furnace

Bay Furnace was started in 1944 by William Patterson. Bay Furnace targets the residential and light commercial service and replacement markets. The company does work with several custom home builders and will perform new installations for these companies.

Bay Furnace is an established contracting company with an excellent reputation for performance and as a place to work. The company cares about employees, and insists that employees care about customers.



Bay Furnace's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Standard service hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time. Employees are compensated accordingly.

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.

Benefits

Bay Furnace offers very competitive pay and benefits. The benefits include:

- Paid Holidays (6 per year)
- Paid Personal Time Off (5 days after first 90 days, 10 days after first 12 months, 15 days after 5 years, 20 days after 10 years, maximum of 25 days)
- Social Security
- 401K
- Workman's Compensation Insurance
- Health Insurance
- Life Insurance
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Tool Allowance
- Field Service Uniforms
- Company Training
- External Training

Personal Data

First Name Middle Name Last Name Social Security Number

Street Address City State Zip

May we contact you at your work phone? Are you 18 years old or over? If you are under 18, do you have a work permit?

Home Phone Mobile phone Work Phone Yes No Yes No Yes No

Have you worked for us before?

Yes No

If yes, when? If yes, under what name? If yes, what position did you hold?

Position Desired

Type of work you are applying for:

- Laborer Maintenance Technician Dispatch
- Technician's Assistant Installation Technician Customer Service Rep
- Shop Service Technician Office
- Sales Managerial
- Other (describe): _____

Type of schedule:

- Part-time Regular
- Full-time Temporary
- Days Seasonal (i.e., Summer)
- Nights
- Weekends Any

Date Available: _____

How did you select Bay Furnace (Please name any employee, advertisement, etc.)? _____

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 eradicates)?
 Yes No

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

Are you currently on "lay off" status and subject to a recall?
 Yes No

Education

School Name	Location	Years Attended	Years Completed (Circle)	Diploma or Degree (Circle)	Major Field of Study
			High School 9 10 11 12	Y N	
			Trade School 1 2 3 4	Y N	
			College 1 2 3 4	Y N	
			Grad School 1 2 3 4	Y N	
			Other	Y N	

Post-Graduate Training or Certifications	Date	Description

Technical/Computer Skills

Office/Software	HVAC	Job Skills
<input type="checkbox"/> Microsoft Publisher	Service Install	<input type="checkbox"/> Brazing
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Welding
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Electrical
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Quick Books Pro	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Switchboard	<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> 10-Key	<input type="checkbox"/> <input type="checkbox"/>	Licenses
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> HVAC Contractor
<input type="checkbox"/> Load Calculation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> CFC
<input type="checkbox"/> Other: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> NATE
		<input type="checkbox"/> Electrical
		<input type="checkbox"/> Other: _____

Work History

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If still employed by this company, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Address
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Telephone Number, Including Area Code	
Job Duties/Work Performed			

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If still employed by this company, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Address
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Telephone Number, Including Area Code	
Job Duties/Work Performed			

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If still employed by this company, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Address
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Telephone Number, Including Area Code	
Job Duties/Work Performed			

Employer (Most Recent)		Job Title	Supervisor
Employed From (Mo/Yr)	Employed To (Mo/Yr)	If still employed by this company, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Address
Starting Pay Rate/Salary	Ending Pay Rate/Salary	Telephone Number, Including Area Code	
Job Duties/Work Performed			

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 known 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

Emergency Contact

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

Driving Information

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver license?

Yes No

State

License Number

Expiration Date

Has your driver license ever been suspended for any reason?

Yes No

If yes, Please Explain

Do you have personal automobile insurance?

Yes No

Insurance Company

Has your personal automobile insurance ever been cancelled?

Yes No

If Yes, please explain

List all moving traffic violations from the past five years.

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Offense

Date

Location

Work Availability

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

Supplemental Information

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

How do you feel you can contribute to the Bay Furnace team?

Why do you want to work at Bay Furnace?

Applicant's Statement

By signing this application, I agree to the following:

Acknowledge By
Initialing

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.

Acknowledge By
Initialing

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

Acknowledge By
Initialing

I authorize Bay Furnace to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide Bay Furnace 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.

Acknowledge By
Initialing

If hired, I authorize Bay Furnace to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that Bay Furnace at its sole discretion deems appropriate.

Acknowledge By
Initialing

If I am employed by Bay Furnace, I agree to conform to Bay Furnace 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 Bay Furnace, at any time, without prior notice, at the sole discretion of Bay Furnace management. I agree to conform to any changes in Bay Furnace rules, regulations, and policies.

Acknowledge By
Initialing

If employed by Bay Furnace, I acknowledge that my employment is completely "at will." My employment with Bay Furnace may be terminated with or without cause, at any time, by me or by Bay Furnace.

Acknowledge By
Initialing

I acknowledge that no representative or employee of Bay Furnace 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.

Acknowledge By
Initialing

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of Bay Furnace.

Signature

Date