

# WICHITA A/C SUPPLY

## Application for Employment

- \* All informations obtained within this application will be held in strict confidence, subject to applicable law.
- \* Please complete all applicable sections and sign the last page.
- \* Please print clearly.

\* International travel may be required for certain positions and valid passport may be required upon hire.

**WICHITA A/C SUPPLY prides itself on being an Equal Opportunity Employer. We will not discriminate in employment because of sex, age, race, physical disability, religion, ethnicity, mental disability, marital status, ancestry, or place of origin.**

**1**

Date: \_\_\_\_\_ (mm/dd/yyyy)  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you legally entitled to work in the USA?

\_\_\_\_\_ Proof will be required upon hire

Position(s) applying for: \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Wage desired: \_\_\_\_\_

Have you ever worked for Wichita A/C before?

\_\_\_\_\_ If Yes, when and where?

**2**

### EDUCATIONAL BACKGROUND

**WICHITA A/C SUPPLY has a company policy stating a minimum educational level of Grade 12 or equivalent for all positions.**

EDUCATIONAL BACKGROUND - relevant to the position applied for:

Highest level of education completed: \_\_\_\_\_

Name of educational insitute: \_\_\_\_\_

What machines or equipment have you operated which relates to the position applying for?

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

Are there any skills, experience, or other qualifications which you feel would assist you in performing the duties of the position you are applying for?

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

**3a****List below your last three employers, starting with most recent.**

Employer's name: \_\_\_\_\_  
Commencement date: \_\_\_\_\_ (mm/yy)  
Departure date: \_\_\_\_\_ (mm/yy)  
Reason for departure: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? (If not, state brief reason) \_\_\_\_\_

**3b**

Employer's name: \_\_\_\_\_  
Commencement date: \_\_\_\_\_ (mm/yy)  
Departure date: \_\_\_\_\_ (mm/yy)  
Reason for departure: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? (If not, state brief reason) \_\_\_\_\_

**3c**

Employer's name: \_\_\_\_\_  
Commencement date: \_\_\_\_\_ (mm/yy)  
Departure date: \_\_\_\_\_ (mm/yy)  
Reason for departure: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? (If not, state brief reason) \_\_\_\_\_

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**4****If you are applying for a position that requires driving, please complete this section.**

Do you have a valid drivers license? \_\_\_\_\_

License No.: \_\_\_\_\_

State: \_\_\_\_\_

**Note:** If you are selected for an interview, you are required to present a copy of your driving record that is no more than four weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.

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**5****False information given or implied on an application form is grounds for immediate dismissal without further notice.**

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if WICHITA A/C SUPPLY at any time learns of falsification or material omission in the information provided on this application form and related documents. WICHITA A/C SUPPLY may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them. I hereby release WICHITA A/C SUPPLY, its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I agree that I will follow all Company policies, rules, procedures, and all other directions pertaining to my employment. I understand that WICHITA A/C SUPPLY reserves the right to add, change and/or delete any policies, procedures, work rules, and/or benefits at any time.

Applicant signature: \_\_\_\_\_

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

mm/dd/yyyy)

**NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.**

**Note:** Additional personal information will be required to complete benefit forms after being hired.

**Thank you for showing an interest in pursuing a career with WICHITA A/C SUPPLY.**