

(Please Print Clearly – complete all 6 pages)

Whitestown, IN 46075
 Phone: (317) 769-5424
 Fax:

Position(s) Applying for:

www.booneheatingandcooling.com

Application Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ____-____-____ Work Phone: ____-____-____ ext. ____ Cell Phone: ____-____-____

Email Address: (if available) _____

How did you hear about our company? _____

Employment Information

Citizenship/Work Status: U.S. Citizen Green Card Holder U.S. Work Permit/Visa Canadian Citizen Canadian Work Permit/Visa

Current Employer: (if any) _____

Years of Work Experience directly related to the position you are applying for: _____

Employment Type Desired: Full-Time Part-Time

Desired Compensation: \$ _____ Hourly Annual

Other Compensation Desired: _____

When are you available to start work? _____

Education

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION | # OF YEARS COMPLETED | MAJOR & DEGREE |
|----------------------|----------------|----------|----------------------|----------------|
| High School | | | | |
| | | | | |
| College/University | | | | |
| | | | | |
| Bus. or Trade School | | | | |
| | | | | |
| Professional School | | | | |
| | | | | |

Criminal History

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (except any minor traffic violations)? No Yes

If yes, please explain and attach any relevant documentation. _____

Drivers License Information

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

Do you have reliable transportation to work (please be specific)? _____

Driver's license number: _____ State of Issue: _____

Operator Commercial (CDL) Chauffeur Do you have a clean driving record? Yes No

List any Moving Violations and/or Accidents from the last 3 years: _____

Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No Branch: _____

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job.

If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

| | | | |
|--|-------------------------|------------------|----------------|
| Name of employer: | Name of last supervisor | Employment dates | Pay or salary |
| Address with city/state/zip: | | From To | Start Final |
| Phone: | Your last job title | | |
| Specific reason for leaving | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|--|-------------------------|------------------|----------------|
| Name of employer: | Name of last supervisor | Employment dates | Pay or salary |
| Address with city/state/zip: | | From To | Start Final |
| Phone: | Your last job title | | |
| Specific reason for leaving | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|---|--------------------------------|-------------------------|----------------------|
| Name of employer: | Name of last supervisor | Employment dates | Pay or salary |
| Address with city/state/zip: | | From | Start |
| Phone: | | To | Final |
| Your last job title | | | |
| Specific reason for leaving | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|---|--------------------------------|-------------------------|----------------------|
| Name of employer: | Name of last supervisor | Employment dates | Pay or salary |
| Address with city/state/zip: | | From | Start |
| Phone: | | To | Final |
| Your last job title | | | |
| Specific reason for leaving | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

DISPATCHER INDUSTRY SKILLS SECTION INSTRUCTIONS: ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

Dispatcher Industry Skills

What industries do you have experience in? (Select all that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Air Filtration | <input type="checkbox"/> Duct Cleaning | <input type="checkbox"/> Lighting | <input type="checkbox"/> Septic Systems |
| <input type="checkbox"/> Air Purification | <input type="checkbox"/> Electrical | <input type="checkbox"/> Limo Service | <input type="checkbox"/> Sheds |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Fences | <input type="checkbox"/> Logistics | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Auto Glass Replacement | <input type="checkbox"/> Fire/Smoke Alarms | <input type="checkbox"/> Long Haul | <input type="checkbox"/> Shuttle Service |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Fireplaces | <input type="checkbox"/> Maid Services | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Flooring | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Skylights |
| <input type="checkbox"/> BBQ Grills | <input type="checkbox"/> Foundation Repair | <input type="checkbox"/> Outdoor Cooking | <input type="checkbox"/> Solar Power |
| <input type="checkbox"/> Blinds | <input type="checkbox"/> Fountains | <input type="checkbox"/> Outdoor Living | <input type="checkbox"/> Solar Screens |
| <input type="checkbox"/> Brick/Stone Work | <input type="checkbox"/> Garage Doors | <input type="checkbox"/> Painting/Staining | <input type="checkbox"/> Sprinkler Systems - Fire |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Garages | <input type="checkbox"/> Patio Enclosures | <input type="checkbox"/> Sprinkler Systems - Irrigation |
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Gazebos | <input type="checkbox"/> Patios | <input type="checkbox"/> Sunrooms |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Gutters | <input type="checkbox"/> Pavestone | <input type="checkbox"/> Taxi Service |
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Home Automation | <input type="checkbox"/> Paving | <input type="checkbox"/> Towing |
| <input type="checkbox"/> Carports | <input type="checkbox"/> Home Improvement | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Closet Organizers | <input type="checkbox"/> Home Theatre | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> HVAC | <input type="checkbox"/> Pool Cleaning | <input type="checkbox"/> Trucking |
| <input type="checkbox"/> Concrete Scoring | <input type="checkbox"/> Indoor Air Quality | <input type="checkbox"/> Pools/Spas | <input type="checkbox"/> Wallpaper |
| <input type="checkbox"/> Concrete Staining | <input type="checkbox"/> Insulation | <input type="checkbox"/> Power Generators | <input type="checkbox"/> Water Bottled |
| <input type="checkbox"/> Concrete Stamping | <input type="checkbox"/> Interior Design | <input type="checkbox"/> Remodeling | <input type="checkbox"/> Water Filtration |
| <input type="checkbox"/> Courier Service | <input type="checkbox"/> Iron Work | <input type="checkbox"/> Restoration - Fire/Water | <input type="checkbox"/> Water Purification |
| <input type="checkbox"/> Decks | <input type="checkbox"/> Kitchen Cabinet Refacing | <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Water Softners |
| <input type="checkbox"/> Delivery Services | <input type="checkbox"/> Kitchen Cabinets | <input type="checkbox"/> Roofing | <input type="checkbox"/> Water Wells |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Kitchen Countertops | <input type="checkbox"/> Satellite TV | <input type="checkbox"/> Waterproofing |
| <input type="checkbox"/> Drain/Sewer | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Saunas | <input type="checkbox"/> Window Tinting |
| <input type="checkbox"/> Driveways | <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Security Systems | <input type="checkbox"/> Windows – Replacement |

What Job Functions have you performed? (Select all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Activity Reporting | <input type="checkbox"/> Expense Reports | <input type="checkbox"/> Negotiate Contracts | <input type="checkbox"/> Regional |
| <input type="checkbox"/> Activity Tracking | <input type="checkbox"/> Forecasting | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Report Generation |
| <input type="checkbox"/> Bi-Lingual (Spanish) | <input type="checkbox"/> Freight Delivery | <input type="checkbox"/> P&L | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Billing | <input type="checkbox"/> Freight Pickup | <input type="checkbox"/> Planning | <input type="checkbox"/> Routing |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Fuel Logs | <input type="checkbox"/> Policy/Procedure Development | <input type="checkbox"/> Scheduling |

- Call Center Management
- Client Interaction
- Computer Literate
- Customer Service
- Data Entry
- Department Forecasting
- Dispatching
- DOT Regulations
- Driver Interaction National

- Goal Setting
- Instructor
- Inventory Control
- Lead Management
- Leadership
- Load Planning
- Maintenance Logs
- Manager

- Production
- Project Management
- Project Scheduling
- Purchase Orders
- Purchasing
- Quality Assurance/Control
- Radio Dispatch
- Read Maps

- Shipping Coordination
- Shipping/Receiving
- Staffing
- Supervision
- Team Building
- Trainer
- Troubleshooting
- Vendor Coordination

What Computer related experience do you have? (Select all that apply)

- ACT
- Dispatching Software
- GPS Tracking

- Mapping
- MS Access
- MS Excel

- MS Office
- MS PowerPoint
- MS Word

- Navigation
- Quick Books
- Satellite Tracking

Certifications & Licenses

List any Licenses & Certifications held: _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Boone Heating & Cooling creates an actual or implied contract of employment. I understand that, if I accept employment with Boone Heating & Cooling, it will be on an at-will basis. This means that either Boone Heating & Cooling or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Boone Heating & Cooling. I release Boone Heating & Cooling, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Boone Heating & Cooling to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Boone Heating & Cooling and its employees from all liability arising from such investigation.

Signature of Applicant: _____ **Date:** ____/____/____

Print Name: _____

Boone Heating & Cooling is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Boone Heating & Cooling depends solely on your qualifications.