



**Dayco**

**HEATING • AIR • ELECTRICAL**

11 N. Auburn St.  
Kennewick, WA 99336  
(509) 586-9464  
[www.daycoheating.com](http://www.daycoheating.com)

## **PRE-EMPLOYMENT REQUIREMENTS**

**Prior to being offered a position with Dayco Heating, Air & Electrical the following information/action will be required:**

1. Completed Application for Employment. **\*Must be completely filled out\***
2. Signed Background Check Authorization and Release.
3. Department of Motor Vehicle Abstract (This can be obtained at the local DMV), if position requires you to drive a company vehicle.
4. Drug Test.



**Employment History**

Provide the following information for your past and current employers, assignment or volunteer activities, starting with the most recent (use additional sheet is necessary). Explain any gaps in employment in comments section below. \*\*\*We must have 7 years of history, which can include high school, college and work experience etc.\*\*\*

|   |           |                              |     |   |
|---|-----------|------------------------------|-----|---|
| EMPLOYER  | TELEPHONE | DATES EMPLOYED               |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
| ADDRESS   |           | FROM                         | TO  |   |
| JOB TITLE   |           | HOURLY RATES/SALARY STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |           | \$                           | PER |   |
| REASON FOR LEAVING  |           | HOURLY RATES/SALARY FINAL    |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |           | \$                           | PER |   |

|   |           |                              |     |   |
|---|-----------|------------------------------|-----|---|
| EMPLOYER  | TELEPHONE | DATES EMPLOYED               |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
| ADDRESS   |           | FROM                         | TO  |   |
| JOB TITLE   |           | HOURLY RATES/SALARY STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |           | \$                           | PER |   |
| REASON FOR LEAVING  |           | HOURLY RATES/SALARY FINAL    |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |           | \$                           | PER |   |

|   |           |                              |     |   |
|---|-----------|------------------------------|-----|---|
| EMPLOYER  | TELEPHONE | DATES EMPLOYED               |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
| ADDRESS   |           | FROM                         | TO  |   |
| JOB TITLE   |           | HOURLY RATES/SALARY STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |           | \$                           | PER |   |
| REASON FOR LEAVING  |           | HOURLY RATES/SALARY FINAL    |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |           | \$                           | PER |   |

|   |           |                              |     |   |
|---|-----------|------------------------------|-----|---|
| EMPLOYER  | TELEPHONE | DATES EMPLOYED               |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
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| JOB TITLE   |           | HOURLY RATES/SALARY STARTING |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |           | \$                           | PER |   |
| REASON FOR LEAVING  |           | HOURLY RATES/SALARY FINAL    |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |           | \$                           | PER |   |

**Comments** - Including explanation of any gaps in employment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Skills and Qualifications** - Summarize any special training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Educational Background** (IF JOB RELATED)

**A.** List last three (3) schools attended, starting with the most recent **(B)** List number of years completed **(C)** Indicate degree or diploma earned if any **(D)** Grade Point Average or Class Rank **(E)** Major Field of study **(F)** Minor field of study (if applicable)

| (A) SCHOOL | (B) YEARS COMPLETED | (C) DEGREE DIPLOMA | (D) GPA CLASS RANK | (E) MAJOR | (F) MINOR |
|------------|---------------------|--------------------|--------------------|-----------|-----------|
|            |                     |                    |                    |           |           |
|            |                     |                    |                    |           |           |
|            |                     |                    |                    |           |           |
|            |                     |                    |                    |           |           |
|            |                     |                    |                    |           |           |

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

| NAME | TELEPHONE | YEARS KNOWN |
|------|-----------|-------------|
|      |           |             |
|      |           |             |
|      |           |             |
|      |           |             |

**Additional Information**

List professional, trade, business or civic associations and any offices held. Exclude memberships which would reveal sex, race, national, origin, age, color, disability or any other similarly protected status. \_\_\_\_\_

| ORGANIZATION | OFFICES HELD |
|--------------|--------------|
|              |              |
|              |              |
|              |              |
|              |              |

List special accomplishments, publications, awards. etc. Exclude memberships which would reveal sex, race, nations origin, age, color, disability or any other similarly protected status. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional information you would like us to consider. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service - whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, education institutions and to otherwise verify accuracy of the information contained in this application. I hereby release from liability the employer and it's representative for seeking, gathering and using such information and all other persons, corporations or organization for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be require by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

# **DAYCO HEATING, AIR & ELECTRICAL DOES REQUIRE A PRE-EMPLOYMENT DRUG SCREEN!!**

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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

I, \_\_\_\_\_(Applicant), submit this authorization for the purpose of pre-employment with Dayco Heating, Air & Electrical.

During the application process and at any time during my employment, I hereby authorize Dayco Heating, Air & Electrical to procure a background check. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and education institutions, governmental occupational licensing or registration entities, business or personal references, and any other source require to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

I release Dayco Heating, Air & Electrical, their respective employees and agents; Washington State Patrol, their respective Officers, Directors, employees, agents and assigns; and all other persons, agencies and entities, from any and all liability and damages arising out of or in any way related to obtaining, receiving and/or providing information or reports about me.

Have you been convicted of or plead guilty to or nolo contendere to or no contest to, a felony or misdemeanor, including DUI's and DWI's? This would not include minor traffic violation or a case that has been expunges, sealed, dismissed, erased, or pardoned or impounded. Note: answering "yes" will not necessarily disqualify a person's eligibility to participate in the program. Factors such as age and date of offense, the seriousness of the violation and rehabilitation will be considered.

\_\_\_\_ Yes, please explain below. Please add offense, county, and state and date of the conviction.

\_\_\_\_ No

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