



P.O. Box 2617

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Instructions: *Print clearly in black or blue ink. Answer all questions. Sign and date.*

**Personal Information**

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

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

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

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever applied for / worked for A-1 Chimney Pro before? [ ] Y or [ ] N

If yes, please explain (Include Date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for A-1 Chimney Pro?

[ ] Y or [ ] N If yes, provide Name & Relationship: \_\_\_\_\_

If hired, would you have transportation to / from work? [ ] Y or [ ] N

Are you over the age of 18? [ ] Y or [ ] N

If hired, would you be able to present evidence of your U.S. Citizenship or proof of your legal right to work in the United States? [ ] Y or [ ] N

Have you been convicted of or pleaded no contest to a felony within the last five years?

[ ] Y or [ ] N

If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case:

\_\_\_\_\_

If hired, are you willing to submit to a controlled substance test? [ ] Y or [ ] N

If hired, are you willing to submit to a criminal background check? [ ] Y or [ ] N

### **Position and Availability**

Position Applying For: \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

#### **Are you applying for:**

- Temporary work – such as summer or holiday work [ ] Y or [ ] N
- Part-time work [ ] Y or [ ] N
- Full-time work [ ] Y or [ ] N

If applying for temporary work, indicate your desired length of employment below:

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Days/Hours Available**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Hours Available: From \_\_\_\_\_ To \_\_\_\_\_

Are you available to work overtime? [ ] Y or [ ] N

If hired, what date can you start work? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [ ] Y or [ ] N

If not, describe the functions that can not be performed:

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### **Education, Training, and Experience**

#### **High School:**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City, State, Zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Year graduated or Diploma earned: \_\_\_\_\_

#### **College / University:**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City, State, Zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Degree / Diploma Earned: \_\_\_\_\_

#### **Vocational School:**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City, State, Zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Degree / Diploma earned: \_\_\_\_\_

#### **Military:**

Branch: \_\_\_\_\_

Rank in Military: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_

Skills/Duties: \_\_\_\_\_

Related Details: \_\_\_\_\_

**Skills and Qualifications: Licenses, Skills, Training, Awards**

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*Do you speak, write or understand any foreign languages? [ ] Y or [ ] N*

*If yes, list which languages(s) and how fluent you consider yourself to be?*

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**Employment History**

*You should be prepared to detail each position for the past five years and account for any gaps in employment during that period.*

*Are you currently employed? [ ] Y or [ ] N*

*If you are currently employed, may we contact your current employer? [ ] Y or [ ] N*

*Name of Employer: \_\_\_\_\_*

*Name of Supervisor: \_\_\_\_\_*

*Telephone Number: \_\_\_\_\_*

*Business Type: \_\_\_\_\_*

*Address: \_\_\_\_\_*

*City, State, Zip: \_\_\_\_\_*

*Length of Employment (Include Dates): \_\_\_\_\_*

*Salary/Hourly Rate of Pay: \_\_\_\_\_*

*Position & Duties: \_\_\_\_\_*

*Reason for Leaving: \_\_\_\_\_*

*Name of Employer: \_\_\_\_\_*

*Name of Supervisor: \_\_\_\_\_*

*Telephone Number: \_\_\_\_\_*

*Business Type: \_\_\_\_\_*

*Address: \_\_\_\_\_*

*City, State, Zip: \_\_\_\_\_*

Length of Employment (Include Dates): \_\_\_\_\_

Salary/Hourly Rate of Pay: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Salary/Hourly Rate of Pay: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

**References**

List below three individuals who have knowledge of your work performance within the last five years. Please include professional references only.

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

**Certification**

*I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_