



## Employment Application

### Please Read Before Completing This Employment Application

Damuth Services, Inc., is an Equal Opportunity/Affirmative Action Employer. We maintain a continuing policy of non-discrimination in employment. It is our policy to provide equal opportunity in all phases of employment in compliance with applicable federal, state and local laws, rules and regulations. Similarly, it is our policy and practice to make hiring decisions based solely upon an applicant's qualifications for the position(s) for which he/she has applied.

When completing this application:

- Provide only the information requested.
- Do not leave any blanks (except for optional sections).
- You must complete the entire application yourself.
- The application form must be typed or completed in ink.
- Only an original copy of the application will be accepted.

Failure to follow these instructions regarding the completion of this application may result in its disqualification for employment consideration.

Please be advised that Damuth Services, Inc. is a drug free workplace.

You must apply for at least one currently available position. You may apply for up to three currently available positions on this application. Your application will be considered only for the position(s) for which you apply. The job title(s) for the position(s) you are applying for must be written or typed in the space provided below.

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

### PERSONAL DATA

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*Last First Middle*

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
*Number and Street*  
\_\_\_\_\_  
*City State Zip Code*

E-mail Address (Optional) \_\_\_\_\_ Fax (Optional) \_\_\_\_\_

Address of Permanent Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Where You Can Be Reached \_\_\_\_\_  
if Different From Above *Number and Street*  
\_\_\_\_\_  
*City State Zip Code*

Are you legally eligible to work for Damuth Services, Inc. in the United States on a full-time basis?  Yes  No

(If you are hired, you will be required to present document(s) that establish identity and employment eligibility.)

Are you at least 18 years of age?  Yes  No

Are you willing to travel?  Yes  No What percent? 10% \_\_\_ 25% \_\_\_ 33% \_\_\_ 50% \_\_\_

Do you have geographical restrictions?  Yes  No If yes, explain \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Salary or hourly wage expected: \_\_\_\_\_  
(Must be completed)

Please list all relatives currently employed by Damuth Services, Inc. or Trane:

\_\_\_\_\_

Personal Data continued on reverse side.

## PERSONAL DATA – Continued

Conviction Record:

**NOTE TO ALL APPLICANTS: You are not required to disclose information concerning convictions that have been annulled, expunged, impounded, sealed, pardoned, or statutorily eradicated. The fact that you have been convicted of a crime will not constitute an automatic bar to employment. Damuth will only consider conviction information to the extent that it substantially relates to the circumstance of the specific job(s) for which you have applied.**

Have you ever been convicted of any crime (including serious traffic offenses such as DUI, Reckless Driving, Hit and Run, or Driving on a Suspended or Revoked Permit)?     Yes    No

If "yes", please provide the date(s) and geographical location(s) of the conviction(s), the nature of the offense(s), and the type of rehabilitation received.

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## EDUCATION

(Circle highest grade completed)    High School   1   2   3   4    College/Graduate School   1   2   3   4   5   6   7   8

**High School**    Name of High School \_\_\_\_\_

Location \_\_\_\_\_

Approximate number in graduating class \_\_\_\_\_ Rank from top \_\_\_\_\_

Final grade-point average \_\_\_\_\_ (A = \_\_\_\_\_) Scores on SAT/ACT \_\_\_\_\_

Extracurricular activities \_\_\_\_\_

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Offices, honors/awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

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### College/Graduate School

Name and Location	Degree	Major	Grade-Point Average	Total Credit Hours	Extracurricular Activities, Honors, and Awards
			(A= _____)		
			(A= _____)		
			(A= _____)		

What undergraduate course did you like most? Why? \_\_\_\_\_

What undergraduate course did you like least? Why? \_\_\_\_\_

How was your education financed? \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

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Other courses, seminars, or studies \_\_\_\_\_



Company \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Kind of Business \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
 (show months as well as years)  
 Title \_\_\_\_\_ Base Salary \$ \_\_\_\_\_  
 Initial Compensation \$ \_\_\_\_\_ Final Total Compensation \$ \_\_\_\_\_ Bonus/Other \$ \_\_\_\_\_  
 Nature of Work \_\_\_\_\_  
 Supervisory Experience \_\_\_\_\_  
 Name and Title of Immediate Supervisor \_\_\_\_\_  
 What (do) (did) you like most about your job? \_\_\_\_\_  
 What (do) (did) you least enjoy? \_\_\_\_\_  
 Reasons for leaving or desiring to change \_\_\_\_\_

**Other Positions Held:**

	a. Company B. City	a. Your Title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	Compensation a. Initial b. Final	a. Type of Work b. Reason for Leaving
1a.	_____	_____	_____	_____	_____
1b.	_____	_____	_____	_____	_____
2a.	_____	_____	_____	_____	_____
2b.	_____	_____	_____	_____	_____
3a.	_____	_____	_____	_____	_____
3b.	_____	_____	_____	_____	_____
4a.	_____	_____	_____	_____	_____
4b.	_____	_____	_____	_____	_____

Indicate by number \_\_\_\_\_ any of the above employers you do not wish contacted.

**MILITARY EXPERIENCE: \*Please attach copy of DD Form 214**

If in service, indicate: Branch \_\_\_\_\_  
 Date (mo/yr) entered \_\_\_\_\_  
 Date (mo/yr) discharged \_\_\_\_\_  
 Nature of duties \_\_\_\_\_  
 Highest rank or grade \_\_\_\_\_  
 Terminal rank or grade \_\_\_\_\_

**\*\* ATTACH RESUME OR LETTER TO PROVIDE ADDITIONAL DETAILS OF EXPERIENCE AND OTHER EMPLOYMENT.**

## REFERENCES

### Personal references (excluding former employers or relatives)

Name and Occupation	Address	Telephone Number

### Applicant's Certification

Please initial each paragraph to signify your understanding and agreement.

\_\_\_\_\_ I certify that all answers on this application are true and complete to the best of my knowledge.

\_\_\_\_\_ I authorize investigation of all statements contained in this application and give Damuth Services, Inc. permission to contact schools, previous employers, references, and others, and release Damuth Services, Inc. from any liability as a result of such contact.

\_\_\_\_\_ I understand that false or misleading information in, or omission from, this application is grounds for immediate withdrawal of an offer of employment and/or immediate discharge from Damuth Services, Inc. upon discovery of such false or misleading information.

\_\_\_\_\_ I am aware that Damuth Services, Inc. may require a post-offer physical examination as well as screening for drug or alcohol use. I understand that future screening may be required. I agree to undergo a post-offer physical examination and urinalysis screening as may be required by Damuth Services, Inc. The successful completion of the foregoing shall be a condition of employment.

\_\_\_\_\_ **I UNDERSTAND THAT DAMUTH SERVICES, INC. IS AN EMPLOYMENT AT WILL COMPANY, MEANING THAT IT IS FOR NO SET PERIOD AND MAY BE TERMINATED BY EITHER DAMUTH OR THE EMPLOYEE AT ANY TIME FOR ANY REASON OR NO REASON. IF EMPLOYED, I UNDERSTAND MY EMPLOYMENT MAY BE AFFECTED BY BUSINESS OR ECONOMIC CONDITIONS, CHANGES IN COMPANY POLICIES AND/OR MY JOB PERFORMANCE. NO TERMS OR CONDITIONS OF EMPLOYMENT ARE GUARANTEED AND MAY BE SUBJECT TO CHANGE AT ANY TIME. ANY EXCEPTION TO THE FOREGOING MUST BE EXPRESSLY STATED IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER OF DAMUTH SERVICES, INC.**

\_\_\_\_\_ I understand that this application will remain active only until the position(s) for which I have applied has been filled. I further understand that if I want to be considered for employment with Damuth Services, Inc. after the position(s) for which I am applying is/are filled, I must complete another application.

\_\_\_\_\_ I have read each of the above statements or have had them read to me and I understand them fully.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant