



**DIXIE AIR & HEATING, INC.**

706 JANE STREET  
WAYCROSS, GA 31501  
912-285-7414

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**PERSONAL INFORMATION**

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DATE: \_\_\_\_\_  
NAME: FIRST \_\_\_\_\_ MI \_\_\_\_\_ LAST \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ DRIVER LICENSE # \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_

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**WORK AVAILABILITY (CHECK ALL THAT APPLY)**

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- |                                    |                                    |                                   |
|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> FULL TIME | <input type="checkbox"/> SATURDAYS | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> PART TIME | <input type="checkbox"/> SUNDAYS   |                                   |
| <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> HOLIDAYS  |                                   |

DATE YOU CAN START: \_\_\_\_\_

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**GENERAL**

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Are you employed now?  YES  NO

If yes, full time or part time?  FULL TIME  PART TIME

Are you related to or friends with anyone who works with our company  YES  NO

Are you 18 or older?  YES  NO

Are you currently on probation  YES  NO

Have you ever been convicted or pled guilty to:

- A MISDEMEANOR INVOLVING THE OPERATION OF A VEHICLE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL
- A FELONY (CONVICTION WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT)

IF YOU CHECKED EITHER BOX PLEASE EXPLAIN:

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**EDUCATION**

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|                          | NAME OF SCHOOL | LOCATION | YEARS COMPLETED | SUBJECTS STUDIED | DEGREE GRANTED |
|--------------------------|----------------|----------|-----------------|------------------|----------------|
| HIGH SCHOOL              |                |          |                 |                  |                |
| COLLEGE/<br>UNIVERSITY   |                |          |                 |                  |                |
| TECHNICAL<br>OR BUSINESS |                |          |                 |                  |                |

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**EMPLOYMENT RECORD**

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COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SALARY: \_\_\_\_\_

EMPLOYMENT DATES: FROM \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DESCRIPTION OF DUTIES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SALARY: \_\_\_\_\_

EMPLOYMENT DATES: FROM \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DESCRIPTION OF DUTIES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SALARY: \_\_\_\_\_

EMPLOYMENT DATES: FROM \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DESCRIPTION OF DUTIES: \_\_\_\_\_

**LIST 3 REFERENCES**

| <u>NAME</u> | <u>PHONE NUMBER</u> | <u>RELATIONSHIP</u> |
|-------------|---------------------|---------------------|
| _____       | _____               | _____               |
| _____       | _____               | _____               |
| _____       | _____               | _____               |

**IN CASE OF AN EMERGENCY PLEASE CONTACT:**

| <u>NAME</u> | <u>PHONE NUMBER</u> | <u>RELATIONSHIP</u> |
|-------------|---------------------|---------------------|
| _____       | _____               | _____               |