

Welcome

Thank you for your interest in Patriot Heat & Air. At Patriot Heat & Air, teamwork, a family atmosphere and a sound work ethic are daily ingredients to our success. Our staff is committed to quality workmanship and a high level of customer satisfaction by providing an unmatched level of service to our customers. If you are a team player, possess a solid work ethic and are committed to quality and have the desire to be the best, then we are interested in having you on our team. Please read the attached list of minimum company policy requirements for employment.

Thank you again for your time and interest in Patriot Heat & Air, the best place in town to work because only the best work here.

Miranda Rought

General Manager

- Employees must abide by all company policies and procedures
- Employees must be punctual with attendance and truancy
- Employees must attend all company safety meetings and training meetings
- Employees must own and maintain hand tools
- Employees must perform all work to company standards of quality
- Company uniforms represent company dress code: any additional apparel whether worn under or over company uniforms must adhere to a professional image and must meet approval of management
- Housekeeping is paramount to safety, productivity and company image Housekeeping requires teamwork and you must play your role. Intense housekeeping policies will be strictly enforced and have a zero-tolerance policy.
- Employees must respect cleanliness of customer's residence/business inside and outside. Any complaints received by customers regarding housekeeping issues will result in disciplinary action(s)
- Employees must perform any and all work in the most time efficient manner. This includes using the most time efficient and productive tool for the application.
- Any work performed that has to be done over that is a result of poor workmanship, the work will be performed by the employee off of company time
- Any customer required to have work performed that should have been identified while performing an inspection will result in documentation of such in the employee personnel file
- Patriot Heat & Air is a smoke free workplace. Smoking is not permitted in the building, in any company vehicles or a customer's establishment
- Patriot Heat & Air is a drug/alcohol free workplace. Upon reasonable suspicion, management may require an employee to be tested for substance abuse when it appears the employee's work or on the job behavior is being affected in anyway by drugs or alcohol, or when, in the company's judgement, an employee's judgment may have contributed to an accident involving bodily injury or property damage. Positive drug/alcohol screening, will result in termination

Patriot Heat & Air

Pre-Employment Qualification Agreement

I have read and fully understand the pre-employment qualifications regarding minimum requirements and company policy. I further understand and acknowledge this acceptance will become a permanent record of my personnel file. Furthermore, I also agree to adhere to these and future company policies and to always represent Patriot Heat & Air in the highest professional manner and am committed to uphold the values of the company by performing the highest level of quality workmanship and by servicing every customer as if they were our only customer.

Dated _____ Day of _____ 20 _____

(signed)

(printed)
Team Patriot Member



Patriot Heat & Air

130 Industrial Park Dr., Ste D
Hollister, MO 65672
417-320-6444

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address City State ZIP Code

Prior Address: _____
Street Address City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Availability (circle one): Full Time Part Time Temporary

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you have a valid Driver's License? YES NO DL# _____ Type _____ State of Issue _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Technical/Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please circle any Additional Certifications? OSHA EPA MPGA Other: _____

References

Please list three professional references.

Full Name: _____ Years Known: _____

Company: _____ Phone: _____

Full Name: _____ Years Known: _____

Company: _____ Phone: _____

Full Name: _____ Years Known: _____

Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Are you currently employed here? YES NO

May we contact this employer? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Are you currently employed here? YES NO

May we contact this employer? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Are you currently employed here? YES NO

May we contact this employer? YES NO

Military Service

Branch/Rank at Discharge: _____ From: _____ To: _____

Type of Discharge: _____ If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____