

# EMPLOYMENT APPLICATION



AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

## Personal Information

Please answer all questions. Print in ink.

Name:	FIRST	LAST	MIDDLE INITIAL
Address:	STREET	CITY	STATE
Telephone:	( )	( )	ZIP
Email:	HOME	WORK	

Can you provide documentation to verify your identity and legal authority to work in the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you age 18 or over? If under 18 years, you will be required to submit proof of age	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you willing to undergo a pre-employment physical and drug test at company expense for the purpose of determining your capability to perform the position for which you are applying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Position Applying For

Position Desired:	Salary Desired: \$
Type of Employment:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
For part time or temporary work, specify days/nights and hours desired:	
Earliest date available:	
How were you referred to us?	
<input type="checkbox"/> Agency	<input type="checkbox"/> Company Employee
<input type="checkbox"/> On my own	<input type="checkbox"/> Other
<input type="checkbox"/> School	
<input type="checkbox"/> Newspaper Ad	
Name of above referral source:	
Have you previously applied at Super Radiator Coils? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate position applied for, dates, location and name (if different):	

# Education

Schools	Print: Name, City, State	Major Course of Study	Graduate? Yes / No	Type of Degree Received
High School				N/A
College				
Graduate School				
Vocational School				
Other (Seminars, etc.)				

# Employment History

List present Employer or most recent Employer first. Account for unemployment periods.

Dates: To / From

Mo. / Yr.	Mo. / Yr.
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Employer Name:

Address:

Supervisor:	Job Title & Duties:
Telephone: (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business:	Reason for Leaving:

Dates: To / From

Mo. / Yr.	Mo. / Yr.
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Employer Name:

Address:

Supervisor:	Job Title & Duties:
Telephone: (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer Name:

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Employer Name:

Address:

Supervisor:	Job Title & Duties:
Telephone: (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Business:	Reason for Leaving:

# Skills

Please indicate your skills that relate to the job for which you are applying:

Office Position:

	Microsoft Word		AutoCAD
	Microsoft Excel		SolidWorks
	Microsoft PowerPoint		Visual Basic
	Microsoft Publisher		Statistical Process Control
	Microsoft Access		
	Microsoft Project		
	Microsoft Outlook		
	Email:		
	Adobe Acrobat		

Shop Position:

	Punch Press		Boiler
	Lathe		Pneumatic Nailer
	Milling Machine		Pipe Threader
	Power Saw		Dock/Shipping Operation
	Oxy/Acetylene Torch		Warehousing
	Welding Machine		Maintenance
	Forklift		Chemical Degreaser
	Crane/Hoist		
	Tube Bender		

Please identify any other job related skills:

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# Volunteer

Please list any unpaid work experience which has a direct bearing upon your qualification for the job which you are applying:

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# Miscellaneous

Please list any other job related information you think would be helpful to us in considering you for the position, such as any additional work experience, volunteer work, social activities, hobbies, clubs or professional organizations (list offices held), publications, accomplishments, etc.  
*(Exclude information indicative of age, sex, race, color, religion, creed, marital status, sexual orientation, disability or national origin.)*

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Please read the following statements carefully.

I understand that if I am selected for an interview or receive a conditional offer of employment, I will be required to complete a Criminal Background Questionnaire.

I authorize Super Radiator Coils to investigate the information contained in this application or otherwise provided by me and release Super Radiator Coils (and its employees and agents) from any and all liability for seeking information and opinions on me. I authorize all employers, educational institutions, entities and persons listed in this application or identified by me to provide information about me and hereby release them from all liability for issuing such information. I hereby waive any privilege I have to such information.

I understand that nothing contained in this employment application or in the granting of an interview, and no Super Radiator Coils policies, procedures or handbooks that I might receive if I am hired, are intended to create an employment contract between Super Radiator Coils and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Super Radiator Coils unless made in writing and signed by an authorized officer of Super Radiator Coils. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or no reason, with or without cause and with or without prior notice and that Super Radiator Coils retains the same right. I also understand that if I am hired, I will be required to sign a confidentiality statement and conflict of interest statement as a condition of my employment.

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Applicant's Signature

Today's Date

COILS / INDUSTRIAL HEAT EXCHANGERS / NUCLEAR PRODUCTS

2610 South 21<sup>st</sup> Street  
Phoenix, AZ 85034  
(800) 899-2645

104 Peavey Road  
Chaska, MN 55318  
(800) 394-2645

451 Southlake Blvd.  
Richmond, VA 23236  
(800) 229-2645

# Notice to All Applicants

## 1. Inspection of Affirmative Action Program

Super Radiator Coils is a federal government contractor or subcontractor.

As a part of our obligations under law, we must develop a written Affirmative Action Program for Individuals with Disabilities and Protected Veterans as specified by law (AAP).

This AAP is available for inspection by applicants and employees during regular business hours. Please contact Human Resources at (804) 378-1320 to view the AAP.

## 2. Equal Employment Opportunity Poster - Available via Link below for employee and applicant access:

[https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP\\_EEO\\_Supplement\\_Final\\_JRF\\_QA\\_508c.pdf](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf)

## 3. Advertising Equal Employment Opportunity / Affirmative Action Notice

If you are a job seeker with a disability and require accessibility assistance or reasonable accommodation to apply for an open position, please contact the Human Resources Department at (804) 378-1320.

## 4. Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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