Please Read Before Beginning: The information requested on this application will be used to determine your qualifications for employment. All requested information must be provided. Answer completely and accurately.

Do not leave blanks. If a question does not apply or you do not have information, write “N/A” or “Not Applicable.”

Once submitted, this document will be kept confidential and remain the property of Design Comfort.

Design Comfort is committed to a policy of equal employment opportunity. We will not discriminate on the basis of race, creed, color, sex, sexual orientation, age, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.
About DESIGN COMFORT

Design Comfort was started in 1982 by Larry Martin and Richard Leatham. Over the years both worked hard to build a company with outstanding customer service. Richard Leatham passed away in 2002 and in 2004 the Larry Martin retired and sold the company to its current owners Eric and Jerry Phillips. Design Comfort targets the residential and light commercial service and replacement markets.

Design Comfort is well established HVAC company with an excellent reputation for performance and as a place to work. The company cares about its co-workers, and insists that they care about their customers.

Design Comfort’s office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Standard service hours are from 7:00 a.m. to 9:00 p.m. Monday through Saturday. Service personnel are expected to work in excess of 40 hours during periods of high demand and to remain on call from time-to-time for which they are compensated accordingly.

New hires must provide verification of the right to work in the United States. The company performs background checks on all new hires. New employees work on probation for 90 days.

Benefits

Design Comfort offers very competitive pay and benefits. The benefits include:

- Paid Holidays (7 per year)
- Paid Personal Time Off (5 days for full-time employees after the first year and one day per year up to 10 days)
- Social Security
- Retirement Contribution
- Workman’s Compensation Insurance
- Health Savings Account Contribution
- Field Service Spiffs & Incentives
- Field Service Vehicle Usage
- Field Service Tool Allowance
- Field Service Uniform Allowance
- Company Training
- External Training
- Paperless Invoicing and Time Cards
**Personal Data**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Social Security Number</th>
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<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

May we contact you at your work phone? □ Yes □ No
Are you 18 years old or over? □ Yes □ No
If you are under 18, do you have a work permit? □ Yes □ No

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Work Phone</th>
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**Position Desired**

Type of work you are applying for:

- □ Laborer
- □ Technician’s Assistant
- □ Shop
- □ Sales
- □ Maintenance Technician
- □ Installation Technician
- □ Service Technician
- □ Dispatch
- □ Customer Service Rep
- □ Office
- □ Managerial
- □ Part-Time
- □ Full-Time
- □ Days
- □ Nights
- □ Weekends
- □ Regular
- □ Temporary
- □ Seasonal (i.e., summer)
- □ Any
- □ Other (describe): ____________________________

Date Available: ____________________________

How did you select Design Comfort (Please name any employee, advertisement, etc.)?

If you receive a conditional offer of employment, can you provide verification of your identity and legal right to work in the United States?

□ Yes □ No

Have you ever been convicted of a felony (Do not identify convictions that have been sealed, expunged, dismissed, pardoned, or otherwise eradicated)?

□ Yes □ No

If you are not a U.S. citizen, what is your visa status?

If you are not a U.S. citizen, what is your visa status?

Are you currently on "lay off" status and subject to a recall?

□ Yes □ No

Do you have any physical limitations that may inhibit your ability to perform the tasks required of the position you are applying for?

□ Yes □ No

If yes, please explain

If you are not a U.S. citizen, what is your visa status?
### Education

<table>
<thead>
<tr>
<th>School Name</th>
<th>Location</th>
<th>Years Attended</th>
<th>Years Completed (Circle)</th>
<th>Diploma Or Degree (Circle)</th>
<th>Major Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>High School 9 10 11 12</td>
<td>Y N</td>
<td>_________________</td>
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<td></td>
<td></td>
<td></td>
<td>Trade School 1 2 3 4</td>
<td>Y N</td>
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<td></td>
<td></td>
<td>College 1 2 3 4</td>
<td>Y N</td>
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<td></td>
<td></td>
<td>Grad School 1 2 3 4</td>
<td>Y N</td>
<td>_________________</td>
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<td>Other</td>
<td>Y N</td>
<td>_________________</td>
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<thead>
<tr>
<th>Post Graduate Training or Certifications</th>
<th>Date</th>
<th>Description</th>
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### Technical/Computer Skills

#### Office/Software

- Microsoft Publisher
- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Quick Books Pro
- Adobe Photoshop
- Switchboard
- 10-Key
- Bookkeeping
- Load Calculation
- Other:

#### HVAC

- Air Conditioning
- Air Distribution
- Air to Air Heat Pump
- Gas Warm Air Heating
- Oil Warm Air Heating
- Hydronic Gas Heating
- Hydronic Oil Heating
- Light Refrigeration
- Commercial Refrigeration
- Chillers
- Control Systems

#### Job Skills

- Brazing
- Welding
- Electrical
- Sheet Metal
- Carpentry
- Other:

#### Licenses

- HVAC Contractor
- Plumbing Journeyman
- Master Plumber
- Electrical
- Other:
<table>
<thead>
<tr>
<th>Employer (Most Recent)</th>
<th>Job Title</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employed From (Mo/Yr)</strong></td>
<td><strong>Employed To (Mo/Yr)</strong></td>
<td><strong>Employer Address</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td><strong>Telephone Number, Including Area Code</strong></td>
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<tr>
<td><strong>Starting Pay Rate/Salary</strong></td>
<td><strong>Ending Pay Rate/Salary</strong></td>
<td><strong>Job Duties/Work Performed</strong></td>
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<tr>
<td>Employer (Next Most Recent)</td>
<td>Job Title</td>
<td>Supervisor</td>
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<tr>
<td><strong>Employed From (Mo/Yr)</strong></td>
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<td><strong>Job Duties/Work Performed</strong></td>
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Please list the names and contact information of two business or professional references we may contact. Do not list relatives as references. School or volunteer related references may be listed.

1. ________________________________________  Phone Number, Including Area Code
   Name                                                                                      
   ________________________________________
   Address                                                                                   
   How Acquainted                                                                             

2. ________________________________________  Phone Number, Including Area Code
   Name                                                                                      
   ________________________________________
   Address                                                                                   
   How Acquainted                                                                             

Please list the names and contact information of two personal references, who have known you for at least five years, who we may contact. Do not list relatives. School or volunteer related references may be listed.

1. ________________________________________  Phone Number, Including Area Code
   Name                                                                                      
   ________________________________________
   Address                                                                                   
   How Acquainted                                                                             

2. ________________________________________  Phone Number, Including Area Code
   Name                                                                                      
   ________________________________________
   Address                                                                                   
   How Acquainted                                                                             

Emergency Contact

________________________________________  ________________________________________
Name                                           Relationship
________________________________________  ________________________________________
Address                                                                                   
________________________________________  ________________________________________
Phone Number, Including Area Code     State          Zip
Driving Information

Only applicants for technician positions that require the use of company vehicles should complete the following. Other applicants should skip this section.

Do you have a current driver’s license?

☐ Yes  ☐ No

State          License          Expiration Date

Has your driver’s license ever been suspended for any reason?

☐ Yes  ☐ No

If Yes, Please Explain

Do you have personal automobile insurance?

☐ Yes  ☐ No

Insurance Company

Has your personal automobile insurance ever been cancelled?

☐ Yes  ☐ No

If Yes, Please Explain

List all moving traffic violations from the past five years.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Date</th>
<th>Location</th>
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Work Availability

Do you have any objections to working overtime?

☐ Yes  ☐ No

Do you have any objections to being on call?

☐ Yes  ☐ No

If needed, would you be able to work overtime with little notice?

☐ Yes  ☐ No

Can you work on Saturday?

☐ Yes  ☐ No

Can you work on Sunday?

☐ Yes  ☐ No
Supplemental Information

Please describe any additional training, qualifications, or other factors we should be aware of.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How do you feel you can contribute to the Design Comfort team?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Why do you want to work at Design Comfort?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
By signing this application, I agree to the following:

I declare that the information I have provided in this employment application is complete and truthful to the best of my knowledge. I acknowledge and agree that omitting information or providing false information on this application would be grounds for refusal to hire or termination, if hired.

I understand that nothing in this employment application, nor anything said to me by any representative of Design Comfort during the interview process or afterwards shall constitute a contract of employment or other employment rights.

I authorize Design Comfort to investigate and validate the information provided on this application and give permission to any people or organizations listed on this application to provide Design Comfort with any and all information regarding prior employment, education, and other pertinent information they might have, whether personal or otherwise. I release all parties from any liability for damage that might result from the utilization of this information.

If hired, I authorize Design Comfort to provide my employment record and other information surrounding my employment to prospective employers, government agencies, or other parties with an interest that Design Comfort at its sole discretion deems appropriate.

If I am employed by Design Comfort, I agree to conform to Design Comfort rules, regulations, and policies as described in the employee handbook and other documents. I understand that these rules and regulations may be modified, discarded, or amended by Design Comfort, at any time, without prior notice, at the sole discretion of Design Comfort management. I agree to conform to any changes in Design Comfort rules, regulations, and policies.

If employed by Design Comfort, I acknowledge that my employment is completely “at will.” My employment with Design Comfort may be terminated with or without cause, at any time, by me or by Design Comfort.

I acknowledge that no representative or employee of Design Comfort has the authority to create or enter into an agreement for employment with me for a set time period or assurance of any benefits beyond the terms and conditions described in the employee handbook.

I agree to a physical examination, psychological examination, and drug testing before the start of employment or following employment, at the discretion of Design Comfort.

Signature  Date