

**Progressive Heating & Air Conditioning Corp.**  
**9 Tower Place**  
**Newnan, Georgia 30263**  
**770-253-2665**

**EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

SS#: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Person to contact in case of emergency: Name: \_\_\_\_\_

\_\_\_\_\_ ( )  
Address City State Phone Relationship

**EDUCATION:** High School: \_\_\_\_\_ Did you graduate? \_\_\_ Yes \_\_\_ No

College/Trade School: \_\_\_\_\_

Courses and Degrees: \_\_\_\_\_

**EMPLOYMENT HISTORY:** (Please list the last 3 jobs if less than 5 years with the most recent first)

**Company Name:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

\_\_\_ Temp \_\_\_ Perm If temp, what agency or company? \_\_\_\_\_

**Title:** \_\_\_\_\_ **Salary:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

\_\_\_ Temp \_\_\_ Perm If temp, what agency or company? \_\_\_\_\_

**Title:** \_\_\_\_\_ **Salary:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

\_\_\_ Temp \_\_\_ Perm If temp, what agency or company? \_\_\_\_\_

**Title:** \_\_\_\_\_ **Salary:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**SKILLS:**

<p><b>Computer Skills</b></p> <p><input type="checkbox"/> Windows   <input type="checkbox"/> AS400  <input type="checkbox"/> Word   <input type="checkbox"/> Excel  <input type="checkbox"/> Other</p> <hr/> <hr/>	<p><b>Environment</b></p> <p><input type="checkbox"/> Clean Room  <input type="checkbox"/> Rate/Paced Production  <input type="checkbox"/> Shared Workstation  <input type="checkbox"/> Work Alone  <input type="checkbox"/> Work with Others  <input type="checkbox"/></p>	<p><b>Machine Operator</b></p> <p><input type="checkbox"/> Drill Press  <input type="checkbox"/> Injection Mold  <input type="checkbox"/> Lathe  <input type="checkbox"/> Mill  <input type="checkbox"/> Punch Press  <input type="checkbox"/> Sander  <input type="checkbox"/> Setups  <input type="checkbox"/> Twister  <input type="checkbox"/> Winding  <input type="checkbox"/> Spinning  <input type="checkbox"/> Band-saw  <input type="checkbox"/> Brake-press  <input type="checkbox"/> Extrusion</p>	<p><b>Shipping &amp; Receiving</b></p> <p><input type="checkbox"/> Fed Ex   <input type="checkbox"/> UPS</p>
<p><b>Electronic Assembly</b></p> <p><input type="checkbox"/> Blueprints  <input type="checkbox"/> Cabling  <input type="checkbox"/> Color Code  <input type="checkbox"/> Component ID  <input type="checkbox"/> Harnessing  <input type="checkbox"/> Kit Puller</p> <p><input type="checkbox"/> Multi-layer  <input type="checkbox"/> PC Board - Mfg.  <input type="checkbox"/> PC Board - Stuffing  <input type="checkbox"/> Point to Point  <input type="checkbox"/> Power Supplies  <input type="checkbox"/> Rework  <input type="checkbox"/> Schematics  <input type="checkbox"/> Wire Lists  <input type="checkbox"/> Wire Wrap by Gun  <input type="checkbox"/> Wire Wrap by Hand</p> <p><input type="checkbox"/> Has Own Tools  <input type="checkbox"/> Trainee  <input type="checkbox"/> Other</p> <hr/>	<p>Gardening/Landscaping</p> <p><input type="checkbox"/> General Laborer  <input type="checkbox"/> Inventory Counter  <input type="checkbox"/> Janitor  <input type="checkbox"/> Material Handler  <input type="checkbox"/> Picker/packer  <input type="checkbox"/> Production Worker</p> <p><input type="checkbox"/> Stock Room  <input type="checkbox"/> Swamper  <input type="checkbox"/> Waitperson  <input type="checkbox"/> Warehouse Worker</p> <p><b>Industrial</b></p> <p><input type="checkbox"/> Mender  <input type="checkbox"/> Roll-up  <input type="checkbox"/> Binder  <input type="checkbox"/> Creeler</p> <p><input type="checkbox"/> Inspector  <input type="checkbox"/> Sew-on</p> <p><input type="checkbox"/> Serger</p>	<p><b>Mechanical Assembly</b></p> <p><input type="checkbox"/> Blue Prints  <input type="checkbox"/> Drawings  <input type="checkbox"/> PC Board  <input type="checkbox"/> Sanding  <input type="checkbox"/> Schematics  <input type="checkbox"/> Tools - Hand  <input type="checkbox"/> Tools - Power  <input type="checkbox"/> Has Own Tools  <input type="checkbox"/> Trainee  <input type="checkbox"/> Other</p> <hr/> <p><b>Micro</b></p> <p><input type="checkbox"/> Capping  <input type="checkbox"/> Die Attach  <input type="checkbox"/> Thick Film  <input type="checkbox"/> Water Fab  <input type="checkbox"/> Wire Bonding</p>	<p><b>Testing</b></p> <p><input type="checkbox"/> Calipers  <input type="checkbox"/> Measuring Devices  <input type="checkbox"/> Micrometers  <input type="checkbox"/> O-Scopes  <input type="checkbox"/> Ohm Meter</p> <p><b>Trades</b></p> <p>Carpenter  <input type="checkbox"/> Appren.   <input type="checkbox"/> Journ.</p> <p>Electrician  <input type="checkbox"/> Appren.   <input type="checkbox"/> Journ.  <input type="checkbox"/> Handyman  <input type="checkbox"/> Maint. Mechanic</p> <p>Painter  <input type="checkbox"/> Exterior   <input type="checkbox"/> Industrial  <input type="checkbox"/> Interior   <input type="checkbox"/> Autobody</p> <p>Plumber  <input type="checkbox"/> Appren.   <input type="checkbox"/> Journ.</p>
<p><b>Forklift</b></p> <p><input type="checkbox"/> Certified  <input type="checkbox"/> Gas  <input type="checkbox"/> Electric  <input type="checkbox"/> Stand Up  <input type="checkbox"/> Sit Down</p>	<p><b>Inspection</b></p> <p><input type="checkbox"/> Final  <input type="checkbox"/> In-Process/Line  <input type="checkbox"/> Lead  <input type="checkbox"/> Quality Control  <input type="checkbox"/> Receiving</p>		<p><b>Welding</b></p> <p><input type="checkbox"/> Mig  <input type="checkbox"/> Tig  <input type="checkbox"/> Stick  <input type="checkbox"/> Robotics</p>

**APPLICATION DISCLOSURE STATEMENT:**

I hereby declare that all statements contained in this application are true and correct to the best of my knowledge and I understand that false or inaccurate information in the application will be the basis for termination. I hereby authorize this company to investigate my background and verify this information. I understand my failure to report to work ill indicate that I have quit. My signature gives this company the authorization to check the references I have given.

**\*\*\* If there is any question or statement on this form that you do not understand, \*\*\*  
ask for assistance from the person interviewing you.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date