



**Ruby Mountain HVAC**  
**2255 Last Chance Road**  
**Suite A**  
**Elko, NV 89801**  
**Phone: 775-738-9375 Fax: 775-738-5510**  
**Monday – Friday 8:00am – 5:00pm**  
**\*Resume Required\***

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

Date: \_\_\_\_\_

## **Employment Application**

**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, accurately and as neatly as possible. If questions do not apply, write N/A. Once submitted this document will be kept confidential and remain the property of Ruby Mountain HVAC & Refrigeration, LLC.

### **About Our Company**

Ruby Mountain HVAC & Refrigeration, LLC was founded in 2006 by Roger and Katrina Cody. Starting with a few loyal customers to well over a 1,000 customers, they have dedicated the last 11 years to taking good care of their employees and their customers. Ruby Mountain HVAC is an established contracting company with an excellent reputation in performance and as a place of work. Our company specializes in both commercial and residential markets. As a HVAC company, we service and repair many areas of the HVAC and Refrigeration line of work. We work on most major appliances, minor plumbing repairs and much more!

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 the first 90 days.

### **Our Team**

Our team is equipped with highly trained professionals and technicians in training. Our technicians and office staff are to look as professional and as taken care of as possible. Ruby Mountain HVAC will provide technicians with a uniform, which is required daily. The success of our employees is all up to the employee themselves, but Ruby Mountain Management will always do the best they can to help reach that success.

### **Benefits**

Ruby Mountain HVAC & Refrigeration, LLC, offers every employee an opportunity to advance, to expand their knowledge, to help them advance and succeed in the job offered. Ruby Mountain HVAC & Refrigeration, LLC, offers training courses, hands on training in the field, health insurance, 8 paid holidays (after probation), life insurance and competitive pay.

Ruby Mountain HVAC & Refrigeration, LLC is committed to a policy of equal employment opportunity.

New hires must provide verification of the right to work in the United States. New employees work on probation for the first 90 days.

**Personal Information**

Application Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(Last) (First) (M.I)

Address: \_\_\_\_\_  
(Street Address)

Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Date Available to start work: \_\_\_\_\_

**Please circle the answers that apply:**

May we contact you at your work phone? Yes No

Are you over 18 years of age? Yes No

Can you provide proof of identity and legal right to work? Yes No

Have you ever been convicted of a felony? Yes No

If Yes, please explain: \_\_\_\_\_

Have you worked for us before? Yes No

If yes, When? \_\_\_\_\_ Position held? \_\_\_\_\_

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: \_\_\_\_\_

Are you currently on 'lay-off' status and subject to recall? Yes No

If you are not a U.S. Citizen, what is your visa status? \_\_\_\_\_

How did you select Ruby Mountain HVAC & Refrigeration, LLC? \_\_\_\_\_

**Position Desired**

(Please circle positions that apply)

- Part-Time                      Office                      Maintenance Tech                      Full-Time                      Laborer
- Technician's Assistant      Temporary                      Service Tech                      Installation Tech
- Seasonal (i.e. summer, winter)                      Other: (Describe) \_\_\_\_\_



## Driving Information

Only applicants applying for Technician or Helper should complete this section. Other applicants please skip this section.

Do you have a current license? Yes No \_\_\_\_\_  
State License # Exp 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 canceled? Yes No \_\_\_\_\_  
If yes, please explain

### List all moving traffic violations from the past five years:

Offense Date Location

Offense Date Location

Offense Date Location

## 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

Are you able to work on Saturday and/or Sunday? Yes No

## Emergency Contact

Name Relationship

Address Phone Number

## 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 Ruby Mountain HVAC & Refrigeration, LLC team?

\_\_\_\_\_

Why do you want to work for Ruby Mountain HVAC & Refrigeration, LLC?

\_\_\_\_\_

