



HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Date: ____ / ____ / ____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ____ - ____ - ____ Work Phone: ____ - ____ - ____ ext. ____ Cell Phone: ____ - ____ - ____

Social Security Number: ____ - ____ - ____

Email Address: (if available) _____

Employment Information

Citizenship/Work Status: U.S. Citizen Green Card Holder U.S. Work Permit/Visa Canadian Citizen Canadian Work Permit/Visa

Current Employer: (if any) _____

Level of Experience relevant to the position you are applying for:

Entry Level (less than 2 years) Mid-Career (2-4 years) Tenured Career (5 plus years)

Employment Type desired: FULL-TIME PART-TIME

Desired Compensation: \$ _____ Hourly Annual

Other Compensation Desired: _____

When are you available to start work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/University				
Bus. or Trade School				
Professional School				

Criminal History

Are you willing to undergo a background check, in accordance with local laws/regulations?

Yes No

Drivers License Information

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

Are you willing to undergo a DMV history check? Yes No

Driver's license number: _____ State of Issue: _____

Operator Commercial (CDL) Chauffeur Do you have a clean driving record? Yes No

Expiration date: _____ If not, explain: _____

Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No Branch: _____

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Name of employer: Address with city/state/zip: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer: Address with city/state/zip: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

HVAC/R Industry Skills (Select all that apply)

What Size of HVAC/R equipment have you worked with? (Select ALL that apply)

- 1 - 5 Tons 5 - 20 Tons 20 - 50 Tons 50 - 100 Tons 100+ Tons

What Manufacturers equipment have you worked with? (Select ALL that apply)

- | | | | | |
|--|---|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> American Standard | <input type="checkbox"/> Andover Controls | <input type="checkbox"/> Beverage Air | <input type="checkbox"/> Bryant | <input type="checkbox"/> Carrier |
| <input type="checkbox"/> Coleman | <input type="checkbox"/> Cornecius | <input type="checkbox"/> Crystal Tip | <input type="checkbox"/> Cummins & Woodward | <input type="checkbox"/> Daikin |
| <input type="checkbox"/> DelField | <input type="checkbox"/> Electro Freeze | <input type="checkbox"/> Frigidaire | <input type="checkbox"/> Gibson | <input type="checkbox"/> Honeywell |
| <input type="checkbox"/> Hoshizaki | <input type="checkbox"/> Ice O Matic | <input type="checkbox"/> ICEE | <input type="checkbox"/> Johnson Controls | <input type="checkbox"/> Kelvinator |
| <input type="checkbox"/> Kold Draft | <input type="checkbox"/> Leibert | <input type="checkbox"/> Lennox | <input type="checkbox"/> Luxaire | <input type="checkbox"/> Manitowoc |
| <input type="checkbox"/> Maytag | <input type="checkbox"/> McQuay | <input type="checkbox"/> Perlick | <input type="checkbox"/> Philco | <input type="checkbox"/> Rheem |
| <input type="checkbox"/> Ruud | <input type="checkbox"/> Sani Serv | <input type="checkbox"/> Scotsman | <input type="checkbox"/> Seibe | <input type="checkbox"/> Siemens |
| <input type="checkbox"/> Storling | <input type="checkbox"/> Tappan | <input type="checkbox"/> Tekmar | <input type="checkbox"/> Toshiba | <input type="checkbox"/> Trane |
| <input type="checkbox"/> Traulsen | <input type="checkbox"/> True | <input type="checkbox"/> United | <input type="checkbox"/> Victory | <input type="checkbox"/> Vogt |
| <input type="checkbox"/> Westinghouse | <input type="checkbox"/> York | | | |

What types of Equipment or Systems have you worked with? (Select ALL that apply)

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Absorption Systems | <input type="checkbox"/> Air Dist. Equipment | <input type="checkbox"/> Air Handlers | <input type="checkbox"/> Ammonia | <input type="checkbox"/> Anti-Vibrations |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Appliances - Home | <input type="checkbox"/> Boilers | <input type="checkbox"/> Central Plants | <input type="checkbox"/> Centrifugal |
| <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Chillers | <input type="checkbox"/> Commercial Cooking Equipment | <input type="checkbox"/> Cooling Towers | <input type="checkbox"/> Dehumidification |
| <input type="checkbox"/> Dish Washers | <input type="checkbox"/> Dry Systems | <input type="checkbox"/> Dry-Coolers | <input type="checkbox"/> Dryers - Clothes | <input type="checkbox"/> Electric Stoves |
| <input type="checkbox"/> Exhaust Systems | <input type="checkbox"/> FCB Machines | <input type="checkbox"/> Forced Air Systems | <input type="checkbox"/> Freezers - Commercial | <input type="checkbox"/> Frozen Beverage Machines |
| <input type="checkbox"/> Furnace | <input type="checkbox"/> Gas | <input type="checkbox"/> Gas Stoves | <input type="checkbox"/> Geo Thermal | <input type="checkbox"/> Ground Source Heat Pumps |
| <input type="checkbox"/> Heat Pumps | <input type="checkbox"/> Humidification | <input type="checkbox"/> HVAC Equipment | <input type="checkbox"/> Hydronic | <input type="checkbox"/> Ice Machines |
| <input type="checkbox"/> Ice Cream Machines | <input type="checkbox"/> In-Floor | <input type="checkbox"/> Oil | <input type="checkbox"/> Ovens - Electric | <input type="checkbox"/> Ovens - Gas |
| <input type="checkbox"/> Package Units | <input type="checkbox"/> Portable HVAC | <input type="checkbox"/> Propane | <input type="checkbox"/> Radiant Heating | <input type="checkbox"/> Reach-Ins |
| <input type="checkbox"/> Reciprocating | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Rooftop Units | <input type="checkbox"/> Split Systems |
| <input type="checkbox"/> Steam | <input type="checkbox"/> Variable Speed Equipment | <input type="checkbox"/> VAV | <input type="checkbox"/> Ventilation | <input type="checkbox"/> Walk-Ins |
| <input type="checkbox"/> Washers - Clothes | <input type="checkbox"/> Water Heaters | <input type="checkbox"/> Wet Systems | <input type="checkbox"/> Window Units AC | |

What types of Parts and Accessories have you worked with? (Select ALL that apply)

- | | | | | |
|--|--|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Coils | <input type="checkbox"/> Condensers | <input type="checkbox"/> Dampers | <input type="checkbox"/> Diffusers | <input type="checkbox"/> Duct Work |
| <input type="checkbox"/> Electric Motors | <input type="checkbox"/> Fans | <input type="checkbox"/> Grills | <input type="checkbox"/> HVAC Parts | <input type="checkbox"/> Registers |
| <input type="checkbox"/> Sheet Metal | <input type="checkbox"/> Sound Attenuators | <input type="checkbox"/> Vacuum Pumps | <input type="checkbox"/> Valves | |

Applications: (Select ALL that apply)

- | | | | | |
|---|---------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Cold Storage | <input type="checkbox"/> Commercial | <input type="checkbox"/> Floating Floor | <input type="checkbox"/> Government Projects |
| <input type="checkbox"/> Grocery Stores | <input type="checkbox"/> Hospitals | <input type="checkbox"/> Industrial | <input type="checkbox"/> Institutional | <input type="checkbox"/> Light Commercial |
| <input type="checkbox"/> Marine | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Off-Shore | <input type="checkbox"/> Pools | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Restaurants | <input type="checkbox"/> Snow Melting | | | |

What types of Building automation or controls experience do you have?

- | | | | | |
|--|-----------------------------------|--|---|------------------------------|
| <input type="checkbox"/> Building Automation | <input type="checkbox"/> Controls | <input type="checkbox"/> Controls - Design | <input type="checkbox"/> Controls - Programming | <input type="checkbox"/> DDC |
| <input type="checkbox"/> Pneumatic controls | | | | |

What Job Functions have you performed? (Select ALL that apply)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Activity Reporting | <input type="checkbox"/> Activity Tracking | <input type="checkbox"/> Advertising (broadcast) | <input type="checkbox"/> Advertising (online) |
| <input type="checkbox"/> Advertising (print) | <input type="checkbox"/> Assembling | <input type="checkbox"/> Brazing | <input type="checkbox"/> Budgeting |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Call Center Management | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Change Orders |
| <input type="checkbox"/> Channel Development | <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Client/Account Management | <input type="checkbox"/> Cold Calling |
| <input type="checkbox"/> Commission Development | <input type="checkbox"/> Computer Literate | <input type="checkbox"/> Consultative Selling | <input type="checkbox"/> Contract Negotiations |
| <input type="checkbox"/> Contract/Proposal Preparation | <input type="checkbox"/> Conventions/Trade Shows | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Department Forecasting | <input type="checkbox"/> Design/Build | <input type="checkbox"/> Designer | <input type="checkbox"/> Develop Relationships/Alliances |
| <input type="checkbox"/> Dispatcher | <input type="checkbox"/> Drafting | <input type="checkbox"/> Draftsman | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Drywall Repair | <input type="checkbox"/> Electrical | <input type="checkbox"/> Energy | <input type="checkbox"/> Energy Management |
| <input type="checkbox"/> Engineer/BSME | <input type="checkbox"/> Engineer/PE | <input type="checkbox"/> EPA - CFC Certification | <input type="checkbox"/> Estimating |
| <input type="checkbox"/> Estimator | <input type="checkbox"/> Executive | <input type="checkbox"/> Expense Reports | <input type="checkbox"/> Fabrication |
| <input type="checkbox"/> Facility Manager | <input type="checkbox"/> Field Supervisor | <input type="checkbox"/> Forecasting | <input type="checkbox"/> Foreman |
| <input type="checkbox"/> General Construction | <input type="checkbox"/> General Manager | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Heat Transfer |
| <input type="checkbox"/> Inspector | <input type="checkbox"/> Installation | <input type="checkbox"/> Installation - New Homes | <input type="checkbox"/> Installer |
| <input type="checkbox"/> Instructor | <input type="checkbox"/> International | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Lead Generation | <input type="checkbox"/> Lead Management | <input type="checkbox"/> Leadership | <input type="checkbox"/> Machine Operator |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Maintenance - Apartment | <input type="checkbox"/> Manager | <input type="checkbox"/> Manufacturer Rep |
| <input type="checkbox"/> Market Analysis | <input type="checkbox"/> Material Handler | <input type="checkbox"/> NATE Certification | <input type="checkbox"/> NEBB |
| <input type="checkbox"/> Negotiate Contracts | <input type="checkbox"/> OEM | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> P&L |
| <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Piping | <input type="checkbox"/> Plan/Spec | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Plan-O-Grams/Schematics | <input type="checkbox"/> PLC | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Policy/Procedure Development |
| <input type="checkbox"/> Prepare Financial Reports | <input type="checkbox"/> Presentation Preparation | <input type="checkbox"/> Preventative Maintenance | <input type="checkbox"/> Product Demonstration |
| <input type="checkbox"/> Production | <input type="checkbox"/> Production Specialist | <input type="checkbox"/> Project Management | <input type="checkbox"/> Project Scheduling |
| <input type="checkbox"/> Promotions Development | <input type="checkbox"/> Proposal Development | <input type="checkbox"/> Proposal Presentation | <input type="checkbox"/> Prospecting/Lead Generation |
| <input type="checkbox"/> Punch List | <input type="checkbox"/> Purchase Orders | <input type="checkbox"/> Purchasing | <input type="checkbox"/> QA/QC Manager |
| <input type="checkbox"/> Quality Assurance/Control | <input type="checkbox"/> Reading Blueprints | <input type="checkbox"/> Relationship Management | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Report Generation | <input type="checkbox"/> Reporting | <input type="checkbox"/> Research | <input type="checkbox"/> Retro-Fit |
| <input type="checkbox"/> Safety Coordinator | <input type="checkbox"/> Sales | <input type="checkbox"/> Sales - In Home | <input type="checkbox"/> Sales - Residential |
| <input type="checkbox"/> Sales - Retail | <input type="checkbox"/> Sales - Wholesale | <input type="checkbox"/> Sales Management, Area | <input type="checkbox"/> Sales Management, National |
| <input type="checkbox"/> Sales Management, Regional | <input type="checkbox"/> Sales Manager | <input type="checkbox"/> Sales Training Development | <input type="checkbox"/> Service |
| <input type="checkbox"/> Service Agreements | <input type="checkbox"/> Service Manager | <input type="checkbox"/> Sheet Metal Worker | <input type="checkbox"/> Shipping Coordination |
| <input type="checkbox"/> Shipping/Receiving | <input type="checkbox"/> Staffing | <input type="checkbox"/> Start-up | <input type="checkbox"/> Steamfitter |
| <input type="checkbox"/> Strategic Alliances | <input type="checkbox"/> Superintendent | <input type="checkbox"/> Supervision | <input type="checkbox"/> Take-offs |
| <input type="checkbox"/> Team Building | <input type="checkbox"/> Technician | <input type="checkbox"/> Telemarketing - Inbound | <input type="checkbox"/> Telemarketing - Outbound |
| <input type="checkbox"/> Territory Management | <input type="checkbox"/> Test & Balance | <input type="checkbox"/> Thermodynamics | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Vendor Coordination | <input type="checkbox"/> Welder | <input type="checkbox"/> Welding |

What Computer related experience do you have? (Select ALL that apply)

- | | | | | |
|------------------------------------|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> ACT | <input type="checkbox"/> Approach | <input type="checkbox"/> AutoCad | <input type="checkbox"/> Derby | <input type="checkbox"/> Ecco Pro |
| <input type="checkbox"/> Echelon | <input type="checkbox"/> Energy Pro | <input type="checkbox"/> Estimation (software) | <input type="checkbox"/> Goldmine | <input type="checkbox"/> Load/Trace |
| <input type="checkbox"/> Lon Works | <input type="checkbox"/> Lon-Based Cicron | <input type="checkbox"/> Microstation | <input type="checkbox"/> MS Access | <input type="checkbox"/> MS Excel |
| <input type="checkbox"/> MS Office | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> MS Word | <input type="checkbox"/> QuickPen | <input type="checkbox"/> SalesLogix |
| <input type="checkbox"/> Sharkware | <input type="checkbox"/> Siebel | <input type="checkbox"/> Trane Duct/Pipe Designer | <input type="checkbox"/> WinSales | |

Certifications & Licenses

What Certifications & Licenses do you have? (Select ALL that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Certified Energy Manager | <input type="checkbox"/> EPA 608 Type I | <input type="checkbox"/> EPA 608 Type II |
| <input type="checkbox"/> EPA 608 Type III | <input type="checkbox"/> EPA 608 Universal | <input type="checkbox"/> HVAC Excellence - A/C |
| <input type="checkbox"/> HVAC Excellence - Commercial A/C | <input type="checkbox"/> HVAC Excellence - Commercial Refrigeration | <input type="checkbox"/> HVAC Excellence - Electrical Heat |
| <input type="checkbox"/> HVAC Excellence - Gas Heat | <input type="checkbox"/> HVAC Excellence - Geothermal | <input type="checkbox"/> HVAC Excellence - Heat Pumps |
| <input type="checkbox"/> HVAC Excellence - Hydronics I | <input type="checkbox"/> HVAC Excellence - Hydronics II | <input type="checkbox"/> HVAC Excellence - Oil Heat |
| <input type="checkbox"/> ICE - Commercial Refrigeration | <input type="checkbox"/> ICE - Light Commercial A/C & Heating | <input type="checkbox"/> ICE - Residential A/C & Heating |
| <input type="checkbox"/> Journeyman HVAC License | <input type="checkbox"/> Journeyman Plumber License | <input type="checkbox"/> Master HVAC License |
| <input type="checkbox"/> Master Plumber License | <input type="checkbox"/> NATE - A/C | <input type="checkbox"/> NATE - Air Distribution |
| <input type="checkbox"/> NATE - Gas Heat | <input type="checkbox"/> NATE - Heat Pumps | <input type="checkbox"/> NATE - Oil Heating |
| <input type="checkbox"/> Registered Professional Engineer | | |

Other: _____

Did you complete this application yourself Yes No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature of applicant _____ Date: ____ / ____ / ____

Print Name: _____