

HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 5 pages)

Position(s) Applying for: _____

Application Date: ____/____/____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email Address: (if available) _____

How did you hear about our company? _____

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

Current Employer: (if any) _____

Years of Work Experience directly related to the position you are applying for: _____

Employment Type Desired: Full-Time Part-Time

Desired Compensation: \$ _____ Hourly Annual

Other Compensation Desired: _____

When are you available to start work? _____

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

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (except any minor traffic violations)? No Yes

If yes, please explain and attach any relevant documentation. _____

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

Do you have reliable transportation to work (please be specific)? _____

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

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

List any Moving Violations and/or Accidents from the last 3 years: _____

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

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

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WORK EXPERIENCE:

Please list your work experience for the past 3 years beginning with your most recent job.
If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Name of employer: _____ Name of last supervisor _____

Address with city/state/zip: _____

Phone: _____

Employment Dates: From ___/___/___ To ___/___/___

Your last job title _____

Pay or salary:

Start _____ Final _____

Specific reason for leaving _____

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? Yes No

Name of employer: _____ Name of last supervisor _____

Address with city/state/zip: _____

Phone: _____

Employment Dates: From ___/___/___ To ___/___/___

Your last job title _____

Pay or salary:

Start _____ Final _____

Specific reason for leaving _____

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? Yes No

Name of employer: _____ Name of last supervisor _____

Address with city/state/zip: _____

Phone: _____

Employment Dates: From ___/___/___ To ___/___/___

Your last job title _____

Pay or salary:

Start _____ Final _____

Specific reason for leaving _____

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? Yes No

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HVAC/R INDUSTRY SKILLS SECTION INSTRUCTIONS: ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

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)

American Standard DelField Kold Draft Ruud Toshiba Andover Controls Electro Freeze Lennox Sani Serv Trane Beverage Air Frigidaire
 Liebert Seibe Traulsen Bryant Gibson Luxaire Siemens TRUE Carrier Honeywell Manitowoc Storling United Coleman Hoshizaki
 Maytag Tappan Victory Cornecius Ice O Matic McQuay Taylor Vogt Crystal Tip ICEE Perlick Tekmar Westinghouse
 Cummins & Woodward Johnson Controls Philco Thermo King York Daikin Kelvinator Rheem

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

410A Chillers Freezers - Commercial Oil Split Systems Absorption Systems Cold-Plate Systems Frozen Beverage Machines Ovens - Electric
 Steam Air Dist. Equipment Commercial Cooking Equip Furnace Ovens - Gas Trailer Units Air Handlers Cooling Towers Gas Package Units
 Transport Refrigeration Ammonia Dehumidification Gas Stoves Parallel Refrigeration Variable Speed Equipment Anti-Vibrations Dish Washers
 Geo Thermal Portable HVAC VAV Appliances Dry Systems Ground Source Heat Pumps Propane Ventilation Appliances - Home Dry-Coolers
 Heat Pumps Puron VRF Bobtail Units Dryers - Clothes Humidification Radiant Heating VRV Boilers Electric Stoves HVAC Equipment
 Reach-Ins Walk-Ins Cascade Refrigeration Environmental Test Chambers Hydronic Recipricating Washers - Clothes Central Plants
 Exhaust Systems Ice Cream Machines Refrigeration Water Heaters Centrifugal FCB Machines Ice Machines Refrigerators Wet Systems
 Chilled Water Forced Air Systems In-Floor Rooftop Units Window Units AC

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

Coils Dampers Electric Motors HVAC Parts Sound Attenuators Compressors Diffusers Fans Registers Vacuum Pumps
 Condensers Duct Work Grills Sheet Metal Valves

What Applications do you have experience with? (Select all that apply)

Clean Rooms Government Projects Institutional Multi-Family Residential Cold Storage Grocery Stores International Off-Shore Restaurants
 Commercial Hospitals Light Commercial Pools Snow Melting Floating Floor Industrial Marine

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

Building Automation Controls - Design Controls - Programming DDC Pneumatic controls Controls

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

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

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

ACT Echelon Lon Works MS Excel SalesLogix Approach Energy Pro Lon-Based Cicon MS Office Seibe AutoCad Estimation (software)
 Manual J MS PowerPoint Trane Duct/Pipe Designer Derby Goldmine Microstation MS Word WinSales Ecco Pro Load/Trace 700 MS Access
 QuickPen Wrightsoft

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

- (CAMT) Certified Apartment Maint Technician HVAC Excellence - Gas Heat Journeyman Plumber License
- Certified Energy Manager HVAC Excellence - Geothermal Master HVAC License
- EPA 608 Type I HVAC Excellence - Heat Pumps Master Plumber License
- EPA 608 Type II HVAC Excellence - Hydronics I NATE - A/C
- EPA 608 Type III HVAC Excellence - Hydronics II NATE - Air Distribution
- EPA 608 Universal HVAC Excellence - Oil Heat NATE - Gas Heat
- HVAC Excellence - A/C ICE - Commercial Refrigeration NATE - Heat Pumps
- HVAC Excellence - Commercial A/C ICE - Light Commercial A/C & Heating NATE - Oil Heating
- HVAC Excellence - Commercial Refrigeration ICE - Residential A/C & Heating Oil Burner License
- HVAC Excellence - Electrical Heat Journeyman HVAC License Registered Professional Engineer

Include State and License Numbers for any licenses selected above, if applicable: _____

Other Licenses & Certifications held: _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.

Please list 3-4 people you have worked with who can attest to your On-the-Job experience and performance.

Name _____ **Name** _____

Position _____ **Position** _____

Company _____ **Company** _____

Telephone () _____ **Telephone ()** _____

Email Address _____ **Email Address** _____

Name _____ **Name** _____

Position _____ **Position** _____

Company _____ **Company** _____

Telephone () _____ **Telephone ()** _____

Email Address _____ **Email Address** _____

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Did you complete this application yourself? Yes No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

Signature of Applicant: _____ Date: ____/____/____

Print Name: _____

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Airclaws, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Airclaws, Inc., it will be on an at-will basis. This means that either Airclaws, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Airclaws, Inc. I release Airclaws, Inc., and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Airclaws, Inc. to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Airclaws, Inc. and its employees from all liability arising from such investigation.

Airclaws, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Airclaws, Inc. depends solely on your qualifications.