HVAC Employment Application

Please print clearly – complete all 6 pages

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| **Position(s) Applying For:** | | Click or tap here to enter text. | | | | | | | | **Application Date** | | | | | Click or tap here to enter text. | | | |
| **Personal Information** | | | | | | | | | | | | | | | | | | |
| **First Name:** | Click or tap here to enter text. | | | | | | | | **Last Name:** | | | | Click or tap here to enter text. | | | | | |
| **Address:** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| **City:** | Click or tap here to enter text. | | | | | | | | **State:** | | Enter text | | | | | **Zip Code:** | | Enter text |
| **Cell Phone:** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| **Email:** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| **How did you hear about our company?** | | | | | | | | Click or tap here to enter text. | | | | | | | | | | |
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| **Employment Information** | | | | | | | | | | | | | | | | | | |
| **If offered employment, can you provide proof of eligibility to work in the United States?** 🞏 Yes 🞏 No | | | | | | | | | | | | | | | | | | |
| **Current Employer (if any):** | | | Click or tap here to enter text. | | | | | | | | | | | | | | | |
| **Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?**  Yes  No | | | | | | | | | | | | | | | | | | |
| **Have you ever been terminated or asked to resign from employment:**  Yes  No (If yes, please explain) | | | | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | | | | | |
| **Employment Type Desired:** | | | | | Full-Time  Part-Time | | | | | | | | | | | | | |
| **Desired Compensation:** | | | | | Click or tap here to enter text. | | | | | | | Hourly  Annual | | | | | | |
| **Other Compensation Desired** | | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
| **When are you available to start work?** | | | | | | | Click or tap here to enter text. | | | | | | | | | | | |
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| **Education Information** | | | | | | | | | | | | | | | | | | |
| **Type of School** | | | | **Name of School** | | | | | | | | | | **# of Years Completed** | | | **Major & Degree** | |
| **High School** | | | | Click or tap here to enter text. | | | | | | | | | | Enter text | | | Enter text | |
| **College / University** | | | | Click or tap here to enter text. | | | | | | | | | | Enter text | | | Enter text | |
| **Bus. Or Trade School** | | | | Click or tap here to enter text. | | | | | | | | | | Enter text | | | Enter text | |
| **Professional School** | | | | Click or tap here to enter text. | | | | | | | | | | Enter text | | | Enter text | |

**The Company will consider applications for up to 30 days in the event there are no current openings at the time the applicant applies for employment with the Company. Thereafter, applicants will be required to resubmit an application to be considered for future open positions.**

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| **Criminal History** | | | | | | | | | | | | | | |
| **Have you been convicted of a crime in the past seven (7) years?** Do not include convictions that have been judicially dismissed or ordered sealed, were subject to the process and jurisdiction of juvenile court law, or marijuana related offenses more than two (2) years old, as set forth in California Labor Code section 432.8)?  Yes  No (If yes, please describe in full) | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| A "yes" answer does not automatically disqualify you for employment with the Company. The company may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are applying. | | | | | | | | | | | | | | |
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| **Driver’s License Information** | | | | | | | | | | | | | | |
| **Do you have a valid driver’s license?**  Yes  No | | | | | | | | | | | | | | |
| **Do you have reliable transportation to work?**  Yes  No | | | | | | | | | | | | | | |
| **Driver’s License Number:** | | | Click or tap here to enter text. | | | | | **State Issued:** | | | | Enter text | | |
| Operator  Commercial (CDL)  Chauffer | | | | | | **Do you have a clean driving record?**  Yes  No | | | | | | | | |
| **List any moving violations from the last 3 years**: | | | | |  | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
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| **Military Service** | | | | | | | | | | | | | | |
| **Have you ever been in the armed forces?**  Yes  No | | | | | | | **Branch:** | | | | Enter text | | | |
| **Are you currently a member of the National Guard or Reserves?**  Yes  No | | | | | | | | | | | | | | |
| **Specialty:** | Enter text | | | **Date Entered:** | | Enter text | | | | **Date Discharged:** | | | Enter text | |
|  | | | | | | | | | | | | | | |
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| **Work Experience** | | | | | | | | | | | | | | |
| **Please list your work experience for the past 5 years** beginning with your most recent job.  If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable. | | | | | | | | | | | | | | |
| **Employer Name:** | | Click or tap here to enter text. | | | | **Start Date:** | | | Enter text | | | **Starting Pay Rate:** | | Enter text |
| **Address:** | | Click or tap here to enter text. | | | | **End Date:** | | | Enter text | | | **Ending Pay Rate** | | Enter text |
| **City, ST, Zip Code:** | | Click or tap here to enter text. | | | | **Your last job title:** | | | | Click or tap here to enter text. | | | | |
| **Phone:** | | Click or tap here to enter text. | | | |
| **Specific reason for leaving:** | | | Click or tap here to enter text. | | | | | | | | | | | |
| |  | | --- | | **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:** | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| **May we contact this employer?**  Yes  No | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer Name:** | Click or tap here to enter text. | | **Start Date:** | Enter text | | **Starting Pay Rate:** | Enter text |
| **Address:** | Click or tap here to enter text. | | **End Date:** | Enter text | | **Ending Pay Rate** | Enter text |
| **City, ST, Zip Code:** | Click or tap here to enter text. | | **Your last job title:** | | Click or tap here to enter text. | | |
| **Phone:** | Click or tap here to enter text. | |
| **Specific reason for leaving:** | | Click or tap here to enter text. | | | | | |
| |  | | --- | | **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:** | | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **May we contact this employer?**  Yes  No | | | | | | | |
|  | | | | | | | |
| **Employer Name:** | Click or tap here to enter text. | | **Start Date:** | Enter text | | **Starting Pay Rate:** | Enter text |
| **Address:** | Click or tap here to enter text. | | **End Date:** | Enter text | | **Ending Pay Rate** | Enter text |
| **City, ST, Zip Code:** | Click or tap here to enter text. | | **Your last job title:** | | Click or tap here to enter text. | | |
| **Phone:** | Click or tap here to enter text. | |
| **Specific reason for leaving:** | | Click or tap here to enter text. | | | | | |
| |  | | --- | | **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:** | | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **May we contact this employer?**  Yes  No | | | | | | | |

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| **HVAC/R Industry Skills** |
| **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. |
| **Size of HVAC/R equipment have you worked with?** (Select all that apply) |

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

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| **What Manufacturers Equipment have you worked with?** (Select all that apply) |

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| --- | --- | --- | --- | --- |
| 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 | Storlting | 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 |  |  |

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

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| 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 |

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

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

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

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| 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 |  |  |

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

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

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

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| 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 |  |

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

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| ACT | Echelon | Lon Works | MS Excel | SalesLogix |
| Approach | Energy Pro | Lon-Based Cicron | 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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| **Certifications & Licenses** |
| **What Certifications & Licenses do you have?** (Select all that apply) |

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| (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 |

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| **Include State and License Numbers for any licenses selected above, if applicable:** | |
| Click or tap here to enter text. | |
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| **Other licenses & certifications held:** | Click or tap here to enter text. |

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| **Additional Information** | | | |
| 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. | | | |
| Click or tap here to enter text. | | | |
| **Additional Information** | | | |
| Please list 3-4 people you have worked with who can attest to your on-the-Job experience and performance. | | | |
| **Reference 1** | | **Reference 3** | |
| **Name:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. | **Position:** | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. | **Company:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. | **Telephone:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. | **Email Address:** | Click or tap here to enter text. |
| **Reference 2** | | **Reference 4** | |
| **Name:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. | **Position:** | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. | **Company:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. | **Telephone:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. | **Email Address:** | Click or tap here to enter text. |

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| **Agreement** |
| Please read carefully before signing. |
| 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 Air Control Systems, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Air Control Systems, Inc., it will be on an at-will basis. This means that either Air Control Systems, 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 as a condition of my employment with Air Control Systems, Inc., as well as drug and alcohol testing for good cause during my employment with Air Control Systems, Inc. I release Air Control Systems, 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. |

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| **Signature of Applicant:** |  | **Date**: | Click or tap here to enter text. |
| **Print Name:** | Click or tap here to enter text. | | |

Air Control Systems, Inc. is an equal employment opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender, gender expression, gender identity, sexual orientation, age, religion, national origin, mental disability, physical disability, medical condition, genetic information, marital status, military and veteran status or any other basis protected by law.