



HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly-Complete all pages)

Position(s) Applying for:

Application Date: ____ / ____ / ____

Personal Information

First Name: _____ Middle: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

How did you hear about our company? _____

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) _____

Years of Work Experience **Directly Related** to Position Applying For: _____

Employment Type Desired: Full-Time Part-Time

Desired Compensation: \$ _____ Hourly Annual

Other Compensation Desired: _____

Available Start Date: _____

Education

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

Criminal History

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

If yes, please explain and attach relevant documentation: _____

Driver's License Information

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: _____

Military Service

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: _____

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.

Name of Employer	Name of Supervisor	Employment Dates	Pay or Salary
Address:		From:	Start:
		To:	Final:
Phone:		Job Title:	
Specific Reason for Leaving:			
List the jobs you held, duties performed, skills used or learned advancements or promotions			
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer	Name of Supervisor	Employment Dates	Pay or Salary
Address:		From:	Start:
		To:	Final:
Phone:		Job Title:	
Specific Reason for Leaving:			
List the jobs you held, duties performed, skills used or learned advancements or promotions			
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Address:		From:	Start:
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Specific Reason for Leaving:			
List the jobs you held, duties performed, skills used or learned advancements or promotions			
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer	Name of Supervisor	Employment Dates	Pay or Salary
Address:		From:	Start:
		To:	Final:
Phone:		Job Title:	
Specific Reason for Leaving:			
List the jobs you held, duties performed, skills used or learned advancements or promotions			
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No			

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.

HVAC/R Industry Skills

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

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	Dishwashers	Geothermal	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	Reciprocating	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	Restaurants
Cold Storage	Grocery Stores	International	Off-Shore	
Commercial	Hospitals	Light Commercial	Pools	
Floating Floor	Industrial	Marine	Residential	

What types of Building Automation or Controls experience do you have? (Select all that apply)

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	Forman	Plumbing	Sales Manager
Change Orders	General Construction	Policy/Procedure Dev	Sales Training Development
Channel Development	General Manager	Prepare Financial Reports	Service
Client Interaction	Goal Setting	Presentation Preparation	Service Agreements
Client/Acct Management	Heat Transfer	Preventative Maintenance	Service Manager
Cold Calling	Inspector	Product Demonstration	Sheet Metal Worker
Commission Dev.	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/Contract Prep.	International	Production Specialist	Strategic Alliances
Convention/Trade Shows	Journeyman	Project Management	Superintendent
Customer Service	Lead Generation	Project Scheduling	Supervision
Data Entry	Lead Management	Proposal Development	Trim-Outs
Department Forecasting	Leadership	Proposal Presentation	Team Building
Design/Build	LEED	Prospecting/Lead Gen.	Technician
Designer	Load Calculations	Punch List	Telemarketing-Inbound
Develop Relationships	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	

HVAC/R Industry Skills

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

(CAMT) Cert. Apartment Maintenance 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	Journey HVAC License	Registered Professional Engineer

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

Other Licenses & Certifications held:

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all 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 or 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 Keith's Heating & Air Conditioning, LLC creates an actual or implied contract of employment. I understand that, if I accept employment with Keith's Heating & Air Conditioning, LLC, it will be on an at-will basis. That means that either Keith's Heating & Air Conditioning, LLC 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 Keith's Heating & Air Conditioning, LLC. I release Keith's Heating & Air Conditioning, LLC 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 Keith's Heating & Air Conditioning, LLC 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 Keith's Heating & Air Conditioning, LLC and its employees from all liability arising from such investigation.

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

Print Name: _____

Keith's Heating & Air Conditioning, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Keith's Heating & Air Conditioning, LLC depends solely on your qualifications.