

# EMPLOYMENT APPLICATION

PLEASE PRINT CLEARLY – COMPLETE ALL 6 PAGES

Position(s) Applying For: \_\_\_\_\_

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

Personal Information			
First Name: _____	Last Name: _____		
Address: _____			
City: _____	State: _____	Zip Code: _____	
Cell Phone: _____			
Email: _____			
How did you hear about our company? _____			

Employment Information
If offered employment, can you provide proof of eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Employer (if any): _____
Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated or asked to resign from employment: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain)
Employment Type Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
When are you available to start work? _____

Education Information			
Type of School	Name of School	# of Years Completed	Major & Degree
High School			
College / University			
Bus. Or Trade School			
Professional School			

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.



**Driver's License Information (only answer if driving is an essential job function)**

Do you have a valid driver's license?  Yes  No  Operator  Commercial (CDL)  Chauffer

Are you eligible to be insured for driving under our company's insurance policy?  Yes  No

If no, please explain any factors that may affect your insurability: \_\_\_\_\_

**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:** \_\_\_\_\_ **Date Discharged:** \_\_\_\_\_

**Work Experience (please list your most recent 3 employers)**

**Employer Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**City, ST, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Last job title:** \_\_\_\_\_

**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

**Employer Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**City, ST, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Last job title:** \_\_\_\_\_

**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



<b>Employer Name:</b> _____	<b>Start Date:</b> _____
<b>Address:</b> _____	<b>End Date:</b> _____
<b>City, ST, Zip Code:</b> _____	
<b>Phone:</b> _____	<b>Last job title:</b> _____
<b>Specific reason for leaving:</b> _____	
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:</b>	
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 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)**

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

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

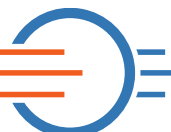
- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> 410A                  | <input type="checkbox"/> Cold-Plate Systems          | <input type="checkbox"/> Furnace                  | <input type="checkbox"/> Package Units          | <input type="checkbox"/> Transport Refrigeration  |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

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

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

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

- Clean Rooms     
  Government Projects     
  Institutional     
  Multi-Family     
  Residential



- |   |   |   |                                    |                                       |
|---|---|---|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cold Storage   | <input type="checkbox"/> Grocery Stores | <input type="checkbox"/> International    | <input type="checkbox"/> Off-Shore | <input type="checkbox"/> Restaurants  |
| <input type="checkbox"/> Commercial     | <input type="checkbox"/> Hospitals      | <input type="checkbox"/> Light Commercial | <input type="checkbox"/> Pools     | <input type="checkbox"/> Snow Melting |
| <input type="checkbox"/> Floating Floor | <input type="checkbox"/> Industrial     | <input type="checkbox"/> Marine           |                                    |                                       |

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

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

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

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

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

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> ACT             | <input type="checkbox"/> Ecco Pro                 | <input type="checkbox"/> Lon Works       | <input type="checkbox"/> MS PowerPoint     | <input type="checkbox"/> Trane Duct/Pipe Designer |
| <input type="checkbox"/> Approach        | <input type="checkbox"/> Echelon                  | <input type="checkbox"/> Lon-Based Cicon | <input type="checkbox"/> MS Word           | <input type="checkbox"/> Trane SC                 |
| <input type="checkbox"/> AutoCad         | <input type="checkbox"/> Energy Pro               | <input type="checkbox"/> Manual J        | <input type="checkbox"/> Niagara Workbench | <input type="checkbox"/> Trane Tracer Summit      |
| <input type="checkbox"/> Automated Logic | <input type="checkbox"/> Estimation (software)    | <input type="checkbox"/> Microstation    | <input type="checkbox"/> QuickPen          | <input type="checkbox"/> WinSales                 |
| <input type="checkbox"/> Carrier CCN     | <input type="checkbox"/> Goldmine                 | <input type="checkbox"/> MS Access       | <input type="checkbox"/> SalesLogix        | <input type="checkbox"/> Wrightsoft               |
| <input type="checkbox"/> Carrier iVu     | <input type="checkbox"/> Johnson Controls Metasys | <input type="checkbox"/> MS Excel        | <input type="checkbox"/> Seibe             |   |
| <input type="checkbox"/> Derby           | <input type="checkbox"/> Load/Trace 700           | <input type="checkbox"/> MS Office       | <input type="checkbox"/> Siemens           |   |

## Certifications & Licenses

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> (CAMT) Certified Apartment Maint Technician | <input type="checkbox"/> HVAC Excellence - Gas Heat    | <input type="checkbox"/> Journeyman Plumber License |
| <input type="checkbox"/> Certified Energy Manager                    | <input type="checkbox"/> HVAC Excellence - Geothermal  | <input type="checkbox"/> Master HVAC License        |
| <input type="checkbox"/> EPA 608 Type I                              | <input type="checkbox"/> HVAC Excellence - Heat Pumps  | <input type="checkbox"/> Master Plumber License     |
| <input type="checkbox"/> EPA 608 Type II                             | <input type="checkbox"/> HVAC Excellence - Hydronics I | <input type="checkbox"/> NATE - A/C                 |

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

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

**Other licenses & certifications:** \_\_\_\_\_

### 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.

### 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
<b>Name:</b> _____	<b>Name:</b> _____
<b>Position:</b> _____	<b>Position:</b> _____
<b>Company:</b> _____	<b>Company:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____
<b>Email Address:</b> _____	<b>Email Address:</b> _____
Reference 2	Reference 4
<b>Name:</b> _____	<b>Name:</b> _____
<b>Position:</b> _____	<b>Position:</b> _____
<b>Company:</b> _____	<b>Company:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____
<b>Email Address:</b> _____	<b>Email Address:</b> _____



**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 creates an actual or implied contract of employment. I understand that if I accept employment with ACS it will be on an at-will basis. This means that either ACS, 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 ACS, as well as drug and alcohol testing if circumstances demonstrating a reasonable suspicion to indicate that I am working while impaired exist during my employment with Air Control Systems.

**Signature of Applicant:**  X  **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

