



843-764-0460

# 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: \_\_\_-\_\_\_-\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Email Address: (if available) \_\_\_\_\_

How did you hear about Prestige Heating & Air? \_\_\_\_\_

## 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**

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. \_\_\_\_\_  
 \_\_\_\_\_

**Drivers 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

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"/> Dalkin     |
| <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"/> Recipricating      | <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       |   |

## HVAC/R Industry Skills Continued

**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 Cicon | <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: \_\_\_\_\_

**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

**Professional References:** Please list 3-4 people you have worked with that can attest to your ON THE JOB EXPERIENCE and PERFORMANCE.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Telephone (_____) _____	Telephone (_____) _____

Did you complete this application yourself Yes No

If not, who did?

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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 Prestige Heating & Air creates an actual or implied contract of employment. I understand that, if I accept employment with Prestige Heating & Air, it will be on an at-will basis. This means that either Prestige Heating & Air 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 Prestige Heating & Air. I release Prestige Heating & Air, 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 Prestige Heating & Air to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Prestige Heating & Air and its employees from all liability arising from such investigation.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Prestige Heating & Air 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 Prestige Heating & Air depends solely on your qualifications.