



APPLICATION FOR EMPLOYMENT - HVAC

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Email Address: (if available) _____

How did you hear about our company? _____

Employment Information

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

Social Security Number: _____

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? _____



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

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

Criminal History

All applicants: Do not included convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program:

Have you ever plead guilty or no contest to, or been convicted of any criminal offense?

Yes No

CRIMINAL OFFENSES ONLY: *If you answered Yes, please provide explain and provide the dates*

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please provide the date(s) and explain



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

Date Entered _____ Discharge Date _____

Education (Schools attended or special training received) (List current or most recent first)			
School			
Location	From	To	Did you graduate?
		Type of degree or diploma	
School			
Location	From	To	Did you graduate?
		Type of degree or diploma	
School			
Location	From	To	Did you graduate?
		Type of degree or diploma	



Work History (List present or most recent job first)			
Company/Last Job Title	Dates From:	Pay or Salary Start:	Typical Hours Worked
	To:	Final:	
Address	Phone	Name of Last Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?			
Company/Last Job Title	Dates From:	Pay or Salary Start:	Typical Hours Worked
	To:	Final:	
Address	Phone	Name of Last Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?			
Company/Last Job Title	Dates: From:	Pay or Salary Start:	Typical Hours Worked
	To:	Final:	
Address	Phone	Name of Last Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?			



WORK EXPERIENCE CONTINUED:

Please explain fully all gaps in your employment history in excess of one month.

- Have you ever been terminated or asked to resign from any job? Yes No
- Has your employment ever been terminated by mutual agreement? Yes No
- Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered yes to any of these three questions, please explain the circumstances of each occasion.

REFERENCES: Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer references.

Name	Position	Company	Work Relationship	Phone

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact

Name Known	Occupation	Address	Phone	# of Years



I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. I acknowledge that if hired, employment is on an at-will basis in accordance with state law. This means, Kosel AC & Heating, Inc is free to terminate my employment at any time, with or without cause or advance notice. I agree to conform to the rules and regulations of Kosel AC & Heating, Inc, and I understand that the company has complete discretion to modify such rules and regulations at any time.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by Texas state law.

I understand that Kosel AC & Heating, Inc is a drug-free workplace. I understand that pre-employment (post offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to random drug testing and or post-accident drug/alcohol testing to comply with Kosel AC & Heating, Inc policies.

If employed by Kosel AC & Heating, Inc, I understand and agree that the Company, to the extent permitted by law, I may be required to sign confidentiality, non-compete, and/or conflict of interest statement.

I certify that all information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any false information or omitted information may result in disqualification from consideration for employment or if employed; disciplinary action or dismissal may occur.

I authorize and consent to any party or agency contacted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by law, any party delivering information to the Company or its authorized representative pursuant to this authorization from any liabilities, claims, charges, or causes of action which I may have as a result of the disclosure of the above requested information.

If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Kosel AC & Heating, Inc. I also understand this Company employs only individuals who are legally eligible to work in the US.

I authorize a criminal background check and motor vehicle history to be run on myself to be considered for employment.

Applicant Signature _____ Date _____



Pre- Employment Questionnaire

At Kosel AC & Heating, Inc we want to hire only the best. Please answer the following questions and fill out the application. We will verify these answers via background, credit and driving history checks.

1. Have you ever been arrested? If so, what for and when? List each occurrence.

2. Have you ever been convicted of a felony? If so, for what reason and when was the conviction? List each occurrence.

3. Have you ever been in a car wreck? If so, was it legally your fault? When did it happen? List each occurrence.

4. Can you lift 60 lbs.? Yes/No
5. Can you lift 100 lbs.? Yes/No
6. Have you ever filed a Worker's Comp. Claim? If so, explain and include when each occurrence happened.

7. Have you ever sued anyone? If so, when and why? List each occurrence.

Signature _____ Date _____

By signing this form Kosel AC & Heating, Inc. has your permission to perform your Background Check, Driving Record verification and Credit History report.



Pre- Employment Test

1. T or F The capillary tube is not a metering device.
2. T or F On a three phase motor, when you switch any leads on the line voltage, it will reverse the rotation.
3. T or F When charging a manifold, the hand wheels are cracked and the side hose is open to the center hose.
4. T or F Capacitance is measured in farads and microfarads.
5. T or F A typical residential thermostat has 4 wires.
6. T or F In overcharged systems, suction and discharge are higher than normal and wattage is high.
7. T or F A new filter dryer should never be installed in a unit that did not originally have one.
8. T or F Vapor is always charged into the high side of the system to prevent slugging of the compressor.
9. T or F With split system air conditioning equipment, the evaporator coil and the condensing unit are located in the furnace system.
10. T or F Liquid lines are larger than hot gas or suction lines.
11. T or F In a chilled water system, water leaving the evaporator goes to the cooling tower.



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

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

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

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

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



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

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

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

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



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

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

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

- Activity Reporting Advertising (broadcast) Advertising (online) Advertising (print)
- Assembling Brazing Budgeting Business Development Call Center
- Carpentry Change Orders Channel Development Client Interaction
- Account Management Cold Calling Commission Development Computer Literate
- Consultative Selling Contract Negotiations Contract/Proposal Preparation
- Conventions/Trade Shows Customer Service Data Entry Department Forecasting
- Design/Build Designer Develop Relationships/Alliances Dispatcher Drafting
- Draftsman Driving Drywall Repair Electrical Energy Energy Management
- Engineer/BSME Engineer/PE Estimating Estimator Executive
- Expense Reports Fabrication Facility Manager Field Supervisor Forecasting
- Foreman General Construction General Manager Goal Setting Heat Transfer
- Inspector Installation Installer Instructor International Journeyman

- Lead Generation
- Lead Management
- Leadership
- LEED
- Load Calculations
- Machine Operator
- Maintenance
- Maintenance - Apartment
- Manager
- Manufacturer Rep
- Manufacturing
- Market Analysis
- Material Handler
- NATE Certification
- NEBB
- Negotiate Contracts
- Operations Manager
- P&L
- Pipefitter
- Piping
- Plan-O-Grams/Schematics
- Plan/Spec
- Planning
- PLC
- Plumbing
- Policy/Procedure Development
- Prepare Financial Reports
- Presentation Preparation
- Preventative Maintenance
- Product Demonstration
- Product Design
- Product Development
- Product Testing
- Production
- Production Specialist
- Project Management
- Project Scheduling
- Proposal Development
- Proposal Presentation
- Prospecting/Lead Generation
- Punch List
- Purchase Orders
- Purchasing
- QA/QC Manager
- Quality Assurance/Control
- Reading Blueprints
- Relationship Management
- Repair
- Report Generation
- Reporting
- Research
- Sales- In Home
- Sales - Residential
- Sales - Retail
- Sales - Wholesale Management
- Sales Area Management
- Sales National Management
- Sales Regional Manager
- Sales Training Development
- Sales Manager
- Service
- Service Agreements
- Service Manager
- Sheet Metal Worker
- Shipping Coordination
- Shipping/Receiving
- Start-up
- Retro-Fit
- Steamfitter
- Strategic Alliances
- Superintendent
- Supervision
- Take-offs
- Team Building
- Technician
- Telemarketing - Inbound
- Telemarketing - Outbound
- Territory Management
- Test & Balance
- Thermodynamics
- Trainer
- Troubleshooting
- Vendor Coordination
- Welder
- Welding



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

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

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

Other Licenses & Certifications held:



Notice Regarding Background Investigation

Employer (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. These reports may include your credit history, criminal history, social security verification, motor vehicle records (“driving records”), education and employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Acknowledgment and Authorization

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMART OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [the consumer reporting agency], another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature: _____ **Date:** _____

*This information will be used for background screening purposes only and will not be used as hiring criteria