

Family Owned & Operated

137 North Sixth Street
Clarksburg, WV 26301
(304) 423-CITY • FAX (304) 423-2488

HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Scott Henderson
(304) 203-5873
scott@cccwv.us

Application Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ ext. _____ 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 Canadian Citizen Canadian Work Permit/Visa

Current Employer: (if any) _____

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? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# 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

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 last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone:	Your 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone:	Your 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From To	Start Final
Phone:	Your 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From To	Start Final
Phone:	Your 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? <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)

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

- | | | | | |
|---|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Government Projects | <input type="checkbox"/> Institutional | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> 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"/> Echelon | <input type="checkbox"/> Lon Works | <input type="checkbox"/> MS Excel | <input type="checkbox"/> SalesLogix |
| <input type="checkbox"/> Approach | <input type="checkbox"/> Energy Pro | <input type="checkbox"/> Lon-Based Cicron | <input type="checkbox"/> MS Office | <input type="checkbox"/> Seibe |
| <input type="checkbox"/> AutoCad | <input type="checkbox"/> Estimation (software) | <input type="checkbox"/> Manual J | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Trane Duct/Pipe Designer |
| <input type="checkbox"/> Derby | <input type="checkbox"/> Goldmine | <input type="checkbox"/> Microstation | <input type="checkbox"/> MS Word | <input type="checkbox"/> WinSales |
| <input type="checkbox"/> Ecco Pro | <input type="checkbox"/> Load/Trace 700 | <input type="checkbox"/> MS Access | <input type="checkbox"/> QuickPen | <input type="checkbox"/> Wrightsoft |

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 held: _____

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 who can attest to your On-the-Job experience and performance.

Name _____ Position _____ Company _____ Telephone () _____ Email Address _____	Name _____ Position _____ Company _____ Telephone () _____ Email Address _____
Name _____ Position _____ Company _____ Telephone () _____ Email Address _____	Name _____ Position _____ Company _____ Telephone () _____ Email Address _____

Did you complete this application yourself? Yes No

If not, who did? _____

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 City Mechanical creates an actual or implied contract of employment. I understand that, if I accept employment with City Mechanical, it will be on an at-will basis. This means that either City Mechanical 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 City Mechanical. I release City Mechanical 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 City Mechanical 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 City Mechanical and its employees from all liability arising from such investigation.

Signature of Applicant _____ Date _____

Print Name: _____

City Mechanical is an equal 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 City Mechanical depends solely on your qualifications.