

Reed Service Co. Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

Employer: Reed Service Company Heating and Air Conditioning	Position applying for: Technician <input type="checkbox"/> Installer <input type="checkbox"/> Apprentice <input type="checkbox"/>
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PERSONAL DATA

Name (First, Middle, Last)		DOB	SSN
Street Address and/or Mailing Address		City	State
Home Telephone Number		Business Telephone Number	Cellular Telephone Number
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Overtime <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
I understand that Reed Service Company may use information given to run background check, if applicable. Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have a valid driver's license and clean driving record to be able to drive a company vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (certifications, training, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

HVAC Skills/Experience

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"/> Trane |
| <input type="checkbox"/> Andover Controls | <input type="checkbox"/> Electro Freeze | <input type="checkbox"/> Lennox | <input type="checkbox"/> Sani Serv | <input type="checkbox"/> Traulsen |
| <input type="checkbox"/> Beverage Air | <input type="checkbox"/> Frigidiare | <input type="checkbox"/> Liebert | <input type="checkbox"/> Seibe | <input type="checkbox"/> TRUE |
| <input type="checkbox"/> Byant | <input type="checkbox"/> Gibson | <input type="checkbox"/> Luxaire | <input type="checkbox"/> Siemens | <input type="checkbox"/> United |
| <input type="checkbox"/> Carrier | <input type="checkbox"/> Halsey Taylor/Elkay | <input type="checkbox"/> Manitowoc | <input type="checkbox"/> Storlting | <input type="checkbox"/> Victory |
| <input type="checkbox"/> Coleman | <input type="checkbox"/> Honeywell | <input type="checkbox"/> Maytag | <input type="checkbox"/> Tappan | <input type="checkbox"/> Vogt |
| <input type="checkbox"/> Corneucuis | <input type="checkbox"/> Ice O Matic | <input type="checkbox"/> McQuay | <input type="checkbox"/> Taylor | <input type="checkbox"/> Westinghouse |
| <input type="checkbox"/> Crystal Tip | <input type="checkbox"/> ICEE | <input type="checkbox"/> Perlick | <input type="checkbox"/> Tekmar | <input type="checkbox"/> York |
| <input type="checkbox"/> Cummins & Woodard | <input type="checkbox"/> Johnson Controls | <input type="checkbox"/> Philco | <input type="checkbox"/> Thermo King | |
| <input type="checkbox"/> Daikin | <input type="checkbox"/> Kelvinator | <input type="checkbox"/> Rheem | <input type="checkbox"/> Toshiba | |

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

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

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

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

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

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|---------------------------------------|--|--|---|--------------------------------------|
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Government Projects | <input type="checkbox"/> Industrial | <input type="checkbox"/> Light Commercial | <input type="checkbox"/> Off-Shore |
| <input type="checkbox"/> Cold Storage | <input type="checkbox"/> Grocery Stores | <input type="checkbox"/> Institutional | <input type="checkbox"/> Marine | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Hospitals | <input type="checkbox"/> International | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Restaurants |

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

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

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

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|--|--|---|---|--------------------------------------|
| <input type="checkbox"/> Assembling | <input type="checkbox"/> Dispatcher | <input type="checkbox"/> General Construction | <input type="checkbox"/> Material Handler | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Drafting | <input type="checkbox"/> General Manager | <input type="checkbox"/> NATE Certification | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Drywall Repair | <input type="checkbox"/> Heat Transfer | <input type="checkbox"/> NEBB | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Electrical | <input type="checkbox"/> Inspector | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Service |
| <input type="checkbox"/> Client/Account Management | <input type="checkbox"/> Energy/Management | <input type="checkbox"/> Installation | <input type="checkbox"/> P&L | <input type="checkbox"/> Sheet Metal |

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|---|---|--|--|--|
| <input type="checkbox"/> Commission Development | <input type="checkbox"/> Engineer | <input type="checkbox"/> Instructor | <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Start-ups |
| <input type="checkbox"/> Computer Literate | <input type="checkbox"/> Estimating | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Piping | <input type="checkbox"/> Technician |
| <input type="checkbox"/> Consultative Selling | <input type="checkbox"/> Executive | <input type="checkbox"/> LEED | <input type="checkbox"/> Schematics | <input type="checkbox"/> Territory Manager |
| <input type="checkbox"/> Contract/Proposals | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Load Calculations | <input type="checkbox"/> Plan/Spec | <input type="checkbox"/> Test & Balance |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Facility Manager | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Thermodynamics |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Field Manager | <input type="checkbox"/> Maintenance | <input type="checkbox"/> GA/QC Manager | <input type="checkbox"/> Troubleshooting |
| <input type="checkbox"/> Design/Build | <input type="checkbox"/> Foreman | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Quality Assurance/Control | <input type="checkbox"/> Welding |

What Certification and/or Licenses do you currently have? (Select all that apply)

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|--|---|---|
| <input type="checkbox"/> (CAMT) Certified Apartment Maintenance 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"/> Professional Engineer |