

Curtis Heating and Cooling, Inc.

510 HWY 62-65 North
Harrison, AR 72601
(870) 741-2165
(870) 741-7018
www.curtisheat-cool.com

HVAC/R EMPLOYMENT APPLICATION

Position(s) Applying for:

Date: ____/____/____

Personal Information

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Previous Address: _____

Home Phone: ____-____-____ Work Phone: ____-____-____ ext. ____ Cell Phone: ____-____-____

Date of Birth: _____ Social Security Number: _____-_____-____

Email Address: _____

Emergency Contact Information

First Name: _____ Last Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ____-____-____ Work Phone: ____-____-____ ext. ____ Cell Phone: ____-____-____

Employment Information

Citizenship/Work Status: ☐ U.S. Citizen ☐ Green Card Holder ☐ U.S. 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? _____

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:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone number:	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:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone number:	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:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From	Start
		To	Final
Phone number:	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 Manufacturer's equipment have you worked with? (Select ALL that apply)

<input type="checkbox"/> American Standard	<input type="checkbox"/> LG	<input type="checkbox"/> Clinton	<input type="checkbox"/> Bryant	<input type="checkbox"/> Carrier
<input type="checkbox"/> Coleman	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Mitsubishi	<input type="checkbox"/> Zonex	<input type="checkbox"/> Daikin
<input type="checkbox"/> Honeywell	<input type="checkbox"/> Climate-Master	<input type="checkbox"/> Frigidare	<input type="checkbox"/> Gibson	<input type="checkbox"/> Honeywell
<input type="checkbox"/> Cellar Mate	<input type="checkbox"/> Florida Heat Pump	<input type="checkbox"/> Gree	<input type="checkbox"/> Johnson Controls	<input type="checkbox"/> Janitrol
<input type="checkbox"/> Bosch	<input type="checkbox"/> Leibert	<input type="checkbox"/> Lennox	<input type="checkbox"/> Luxaire	<input type="checkbox"/> Williamson
<input type="checkbox"/> Maytag	<input type="checkbox"/> McQuay	<input type="checkbox"/> Water Furnace	<input type="checkbox"/> Madison	<input type="checkbox"/> Rheem
<input type="checkbox"/> Ruud	<input type="checkbox"/> Washington Air	<input type="checkbox"/> Trane	<input type="checkbox"/> Goodman	<input type="checkbox"/> Siemens
<input type="checkbox"/> Lincoln	<input type="checkbox"/> Tappan	<input type="checkbox"/> Payne	<input type="checkbox"/> Toshiba	<input type="checkbox"/> Filmore
<input type="checkbox"/> Whisper Kool	<input type="checkbox"/> True	<input type="checkbox"/> United	<input type="checkbox"/> Thermo Pride	
<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"/> Air Dist. Equipment	<input type="checkbox"/> Air Handlers	<input type="checkbox"/> Anti-Vibrations	<input type="checkbox"/> Appliances	<input type="checkbox"/> Appliances - Home
<input type="checkbox"/> Boilers	<input type="checkbox"/> Centrifugal	<input type="checkbox"/> Chilled Water	<input type="checkbox"/> Solar Systems	<input type="checkbox"/> Commercial Cooking Equip.
<input type="checkbox"/> Cooling Towers	<input type="checkbox"/> Dehumidification	<input type="checkbox"/> Dish Washers	<input type="checkbox"/> Dry Systems	<input type="checkbox"/> Dryers - Clothes
<input type="checkbox"/> Electric Stoves	<input type="checkbox"/> Exhaust Systems	<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-Radiant	<input type="checkbox"/> Ice Machines
<input type="checkbox"/> Ice Cream Machines	<input type="checkbox"/> In-Floor Radiant	<input type="checkbox"/> Mini Splits	<input type="checkbox"/> Oil	<input type="checkbox"/> Ovens - Electric
<input type="checkbox"/> Ovens - Gas	<input type="checkbox"/> Package Units	<input type="checkbox"/> Pool HVAC units	<input type="checkbox"/> Propane	<input type="checkbox"/> Radiant Heating
<input type="checkbox"/> Reciprocating	<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"/> 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	<input type="checkbox"/> Change-outs	<input type="checkbox"/> Com change-outs	

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	<input type="checkbox"/> Honeywell Zoning	<input type="checkbox"/> Carrier Zoning	<input type="checkbox"/> Other: _____	

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"/> 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
<input type="checkbox"/> NC H1	<input type="checkbox"/> NC H2	<input type="checkbox"/> NC H3
<input type="checkbox"/> Wrightsoft certified	<input type="checkbox"/> Other: _____	

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 |

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

Name _____
 Position _____
 Company _____
 Telephone () _____

Name _____
 Position _____
 Company _____
 Telephone () _____

Name _____
 Position _____
 Company _____
 Telephone () _____

Name _____
 Position _____
 Company _____
 Telephone () _____

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.

[illegible]

If you have a resume, please include it with this application

Do you smoke: ☐ Yes ☐ No

Do you consume any other tobacco products: ☐ Yes ☐ No

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 Curtis Heating & Cooling, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Curtis Heating & Cooling, Inc. it will be on an at-will basis. This means that either Curtis Heating & Cooling, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause. Curtis Heating and Cooling, Inc. is liable only for wages or salary earned as of the date of termination.

I agree to submit to drug and alcohol testing, if requested by Curtis Heating & Cooling, Inc. I release Curtis Heating & Cooling, Inc. 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 Curtis Heating and Cooling, Inc., to search any property or personal belongings brought to the premises for illegal substances under due suspicion.

I authorize Curtis Heating and Cooling, Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Curtis Heating & Cooling, Inc. and its employees from all liability arising from such investigation.

The needs of the Employer may make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday, I accept these conditions of employment.

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

NOTICE TO APPLICANTS AND EMPLOYEES

Screening tests for alcohol and illegal drug use
may be required before hiring and during employment

Signature of applicant _____

Date: ____/____/____

Print Name: _____

Curtis Heating & Cooling, Inc. 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 Curtis Heating & Cooling, Inc. depends solely on your qualifications.