

Cafco Services
4815 PARA DRIVE
CINCINNATI, OHIO 45237
513-242-3400 PHONE
513-482-4444 FAX

HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

www.cafcosservices.com

Date: ____/____/____

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ ext. _____ Cell Phone: _____

Social Security Number: _____

Email Address: (if available) _____

How did you hear about Cafco Services? _____

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	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? ☐ Yes ☐ 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? ☐ Yes ☐ No			

Name of employer:		Name of last supervisor		Employment dates	Pay or salary
Address with city/state/zip:				From	Start
Phone number:				To	Final
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? ☐ Yes ☐ No					

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

American Standard	Andover Controls	Beverage Air	Bryant	Carrier
Coleman	Cometecus	Crystal Tip	Cummins & Woodward	Daikin
DelField	Electro Freeze	Frigidaire	Gibson	Honeywell
Hoshizaki	Ice O Matic	ICEE	Johnson Controls	Kelvinator
Kold Draft	Leibert	Lennox	Luxaire	Manitowoc
Maytag	McQuay	Perlick	Philco	Rheem
Ruud	San Serv	Scotsman	Selbe	Siemens
Storling	Tappan	Tekmar	Toshiba	Trane
Traulsen	True	United	Victory	Vogt
Westinghouse	York			

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

Absorption Systems	Air Dist. Equipment	Air Handlers	Ammonia	Anti-Vibrations
Appliances	Appliances - Home	Boilers	Central Plants	Centrifugal
Chilled Water	Chillers	Commercial Cooking Equipment	Cooling Towers	Dehumidification
Dish Washers	Dry Systems	Forced Air Systems	Dryers - Clothes	Electric Stoves
Exhaust Systems	FCB Machines	Gas Stoves	Freezers - Commercial	Frozen Beverage Machines
Furnace	Gas	HVAC Equipment	Geo Thermal	Ground Source Heat Pumps
Heat Pumps	Humidification	Oil	Hydronic	Ice Machines
Ice Cream Machines	In-Floor	Propane	Ovens - Electric	Ovens - Gas
Package Units	Portable HVAC	Refrigerators	Radiant Heating	Reach-Ins
Reciprocating	Refrigeration	Variable Speed Equipment	Rooftop Units	Split Systems
Steam	Variable Speed Equipment	Water Heaters	VAV	Walk-Ins
Washers - Clothes			Window Units AC	

HVAC/R Industry Skills Continued

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

- | | | | | |
|--|--|--|--|--|
| ☐ Coils
☐ Electric Motors
☐ Sheet Metal | ☐ Condensers
☐ Fans
☐ Sound Attenuators | ☐ Dampers
☐ Grills
☐ Vacuum Pumps | ☐ Diffusers
☐ HVAC Parts
☐ Valves | ☐ Duct Work
☐ Registers |
|--|--|--|--|--|
- Applications: (Select ALL that apply)
- | | | | | |
|--|---|--|---|---|
| ☐ Clean Rooms
☐ Grocery Stores
☐ Marine
☐ Restaurants | ☐ Cold Storage
☐ Hospitals
☐ Multi-Family
☐ Snow Melting | ☐ Commercial
☐ Industrial
☐ Off-Shore | ☐ Floating Floor
☐ Institutional
☐ Pools | ☐ Government Projects
☐ Light Commercial
☐ Residential |
|--|---|--|---|---|

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

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

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

- | | | | |
|---|---|--|--|
| ☐ Activity Reporting
☐ Advertising (print)
☐ Business Development
☐ Channel Development
☐ Commission Development
☐ Contract/Proposal Preparation
☐ Department Forecasting
☐ Dispatcher
☐ Drywall Repair
☐ Engineer/BSME
☐ Estimator
☐ Facility Manager
☐ General Construction
☐ Inspector
☐ Instructor
☐ Lead Generation
☐ Maintenance
☐ Market Analysis
☐ Negotiate Contracts
☐ Pipefitter
☐ Plan-O-Grams/Schematics
☐ Prepare Financial Reports
☐ Production
☐ Promotions Development
☐ Punch List
☐ Quality Assurance/Control
☐ Report Generation
☐ Safety Coordinator
☐ Sales - Retail
☐ Sales Management, Regional
☐ Service Agreements
☐ Shipping/Receiving
☐ Strategic Alliances
☐ Team Building
☐ Territory Management
☐ Troubleshooting | ☐ Activity Tracking
☐ Assembling
☐ Call Center Management
☐ Client Interaction
☐ Computer Literate
☐ Conventions/Trade Shows
☐ Design/Build
☐ Drafting
☐ Electrical
☐ Engineer/PE
☐ Executive
☐ Field Supervisor
☐ General Manager
☐ Installation
☐ International
☐ Lead Management
☐ Maintenance - Apartment
☐ Material Handler
☐ OEM
☐ Piping
☐ PLC
☐ Presentation Preparation
☐ Production Specialist
☐ Proposal Development
☐ Purchase Orders
☐ Reading Blueprints
☐ Reporting
☐ Sales
☐ Sales - Wholesale
☐ Sales Manager
☐ Service Manager
☐ Staffing
☐ Superintendent
☐ Technician
☐ Test & Balance
☐ Vendor Coordination | ☐ Advertising (broadcast)
☐ Brazing
☐ Carpentry
☐ Client/Account Management
☐ Consultative Selling
☐ Customer Service
☐ Designer
☐ Draftsman
☐ Energy
☐ EPA - CFC Certification
☐ Expense Reports
☐ Forecasting
☐ Goal Setting
☐ Installation - New Homes
☐ Inventory Control
☐ Leadership
☐ Manager
☐ NATE Certification
☐ Operations Manager
☐ Plan/Spec
☐ Plumbing
☐ Preventative Maintenance
☐ Project Management
☐ Proposal Presentation
☐ Purchasing
☐ Relationship Management
☐ Research
☐ Sales - In Home
☐ Sales Management, Area
☐ Sales Training Development
☐ Sheet Metal Worker
☐ Start-up
☐ Supervision
☐ Telemarketing - Inbound
☐ Thermodynamics
☐ Welder | ☐ Advertising (online)
☐ Budgeting
☐ Change Orders
☐ Cold Calling
☐ Contract Negotiations
☐ Data Entry
☐ Develop Relationships/Alliances
☐ Driving
☐ Energy Management
☐ Estimating
☐ Fabrication
☐ Foreman
☐ Heat Transfer
☐ Installer
☐ Journeyman
☐ Machine Operator
☐ NEBB
☐ Manufacturer Rep
☐ P&L
☐ Planning
☐ Policy/Procedure Development
☐ Product Demonstration
☐ Project Scheduling
☐ Prospecting/Lead Generation
☐ QA/QC Manager
☐ Repair
☐ Retro-Fit
☐ Sales - Residential
☐ Sales Management, National
☐ Service
☐ Shipping Coordination
☐ Steamfitter
☐ Take-offs
☐ Telemarketing - Outbound
☐ Trainer
☐ Welding |
|---|---|--|--|

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

- | | | | | |
|--|---|--|---|--|
| ☐ ACT
☐ Echelon
☐ Lon Works
☐ MS Office
☐ Sharkware | ☐ Approach
☐ Energy Pro
☐ Lon-Based Cicon
☐ MS PowerPoint
☐ Siebel | ☐ AutoCad
☐ Estimation (software)
☐ Microstation
☐ MS Word
☐ Trane Duct/Pipe Designer | ☐ Derby
☐ Goldmine
☐ MS Access
☐ QuickPen
☐ WinSales | ☐ Ecco Pro
☐ Load/Trace
☐ MS Excel
☐ SalesLogix |
|--|---|--|---|--|

Certifications & Licenses

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

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

Other: _____

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 Cafco Services creates an actual or implied contract of employment. I understand that, if I accept employment with Cafco Services, it will be on an at-will basis. This means that either Cafco Services or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

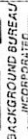
I agree to submit to drug and alcohol testing, if requested by Cafco Services. I release Cafco Services, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

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

Signature of applicant _____ Date: ____ / ____ / ____

Print Name: _____

Cafco Services 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 Cafco Services depends solely on your qualifications.



PER FCRA: 1) Signing this authorizes a background investigation. 2) You may not be hired or your employment continued based on our report. 3) You will be told if that is the intent. 4) You can view the report and dispute items you feel are erroneous with us or the source.

[illegible]

I agree falsification may make me ineligible for employment or subject to immediate dismissal, if hired. I further acknowledge that BBI is relying on third party information and I therefore release BBI, my prospective employer, and their respective owners, officers, agents and employees from any and all liability arising out of errors or omissions. If not hired, I understand I do have certain rights under FCRA laws.

COVER SHEET (EMPLOYER USE ONLY) Fax: (859) 781-5698 Email: order@backgroundbureau.com call: (800) 854-3990 or (859) 781-3490
CLIENT: Cafco Attn: Trina Barnes Return via: trina@cafcoservices.com

☐ OH Criminal Comp ☐ MVR ☐ County Courthouse	☐ Prior County ☐ All Prior Counties ☐ Credit	☐ Multi-state ☐ Identitrace ☐ KY Pre-trial	☐ Education ☐ Other _____
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