



RC AIR CONDITIONING AND HEATING INC.

169 NORTH MAPLE STREET SUITE D
CORONA, CA. 92880
888 - 248 - 3335 (PHONE)
951 - 272 - 6797 (FAX)

WWW.RC-AC.COM

Employment Application:

Position Applying for: _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Employment Information

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

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 years plus)

Employment type desired: ☐ Full time ☐ Part time

Desired compensation: \$ _____ ☐ Hourly ☐ Annual

Other compensation(s) desired: _____

Certifications & Licenses

- | | | | |
|---|---|---|--|
| <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 – Light Commercial A/C Heating | <input type="checkbox"/> Journeyman Plumber License | |
| <input type="checkbox"/> NATE – A/C | <input type="checkbox"/> NATE – Air Distribution | <input type="checkbox"/> NATE – Heat Pump | <input type="checkbox"/> NATE – Oil Heating |
| <input type="checkbox"/> NC H1 | <input type="checkbox"/> Wrightsoft Certified | <input type="checkbox"/> NC H2 | <input type="checkbox"/> Master HVAC License |
| <input type="checkbox"/> ICE – Commercial Refrigeration | <input type="checkbox"/> Journeyman HVAC License | <input type="checkbox"/> NATE – Gas Heat | <input type="checkbox"/> NC H3 |

Other Certifications: _____

Education

| Type of School | Name of school | Location/City | Number of years completed | Major and Degree | Year Completed |
|----------------------|----------------|---------------|---------------------------|------------------|----------------|
| High School | | | | | |
| | | | | | |
| College/University | | | | | |
| | | | | | |
| Bus. Or Trade School | | | | | |
| | | | | | |
| Proccessional School | | | | | |

Criminal History

HAVE YOU EVER BEEN CONVITCTED OF A FELONY OR MISDEMEANOR (except any minor traffic violations)?

☐ Yes ☐ No

If yes, pleas explain and attach any relevant documentation. _____

Drivers License Information

Do you have a valid drivers license? ☐ Yes ☐ No

Do you have a reliable transportation to work (please be specific)? _____

Drivers license number: _____ State of issue: _____

Expiration date: _____

Do you have a clean driving record? ☐ Yes ☐ No

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: _____

Previous Work Experience

Please list your work experience for the past 5 years beginning with 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: _____

Suite: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Employment Start Date: _____

Employment End Date: _____ Pay or Salary: Start _____ End: _____

Your last job title: _____ Name of last supervisor: _____

Reason for leaving (be specific): _____

List the jobs you held, duties performer, skills used or learned, advancements or promotions while you worked at this

company: _____

May we contact this employer? ☐ Yes ☐ No

Name of employer: _____

Address: _____

Suite: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Employment Start Date: _____

Employment End Date: _____ Pay or Salary: Start _____ End: _____

Your last job title: _____ Name of last supervisor: _____

Reason for leaving (be specific): _____

List the jobs you held, duties performer, skills used or learned, advancements or promotions while you worked at this company: _____

May we contact this employer? ☐ Yes ☐ No

Name of employer: _____

Address: _____

Suite: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Employment Start Date: _____

Employment End Date: _____ Pay or Salary: Start _____ End: _____

Your last job title: _____ Name of last supervisor: _____

Reason for leaving (be specific): _____

List the jobs you held, duties performer, skills used or learned, advancements or promotions while you worked at this company: _____

May we contact this employer? ☐ Yes ☐ No

Name of employer: _____

Address: _____

Suite: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Employment Start Date: _____

Employment End Date: _____ Pay or Salary: Start _____ End: _____

Your last job title: _____ Name of last supervisor: _____

Reason for leaving (be specific): _____

List the jobs you held, duties performer, 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?

☐ 1 -5 Ton ☐ 5 – 20 Ton ☐ 20 – 50 Ton ☐ 50 -100 Ton ☐ 100 Ton +

What manufacture equipment have you worked with?

| | | | | | |
|--|----------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> American Standard | <input type="checkbox"/> LG | <input type="checkbox"/> Clinton | <input type="checkbox"/> Coleman | <input type="checkbox"/> Honeywell | <input type="checkbox"/> Cellar Mate |
| <input type="checkbox"/> Bosch | <input type="checkbox"/> Maytag | <input type="checkbox"/> Ruud | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Whisper Kool | <input type="checkbox"/> Westinghouse |
| <input type="checkbox"/> Climate-Master | <input type="checkbox"/> York | <input type="checkbox"/> Mitsubishi | <input type="checkbox"/> Frigidare | <input type="checkbox"/> Gree | <input type="checkbox"/> Lennox |
| <input type="checkbox"/> Water Furnace | <input type="checkbox"/> Trane | <input type="checkbox"/> Payne | <input type="checkbox"/> United | <input type="checkbox"/> Bryant | <input type="checkbox"/> Zonex |
| <input type="checkbox"/> Johnson Controls | <input type="checkbox"/> Luxaire | <input type="checkbox"/> Goodman | <input type="checkbox"/> Toshiba | <input type="checkbox"/> Thermo Pride | <input type="checkbox"/> ACPRO |
| <input type="checkbox"/> Carrier | <input type="checkbox"/> Daikin | <input type="checkbox"/> Rheem | <input type="checkbox"/> Day N Nite | <input type="checkbox"/> Fugitsu | <input type="checkbox"/> Zone First |

What types of equipment or systems have you worked with?

| | | | | | |
|--|---|---------------------------------------|---|--|---|
| <input type="checkbox"/> Air dist. Equipment | <input type="checkbox"/> Boilers | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Water Heater | <input type="checkbox"/> Air Handler | <input type="checkbox"/> Centrifugal |
| <input type="checkbox"/> Ultra Low NOX FAU | <input type="checkbox"/> Dehumidification | | <input type="checkbox"/> Exhaust System | | <input type="checkbox"/> Humidification |
| <input type="checkbox"/> In-Floor Radiant | <input type="checkbox"/> Low Temp Refrigeration | | <input type="checkbox"/> Package Unit | <input type="checkbox"/> Wet Systems | <input type="checkbox"/> Anti-Vibration |
| <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Forced Air Systems | | <input type="checkbox"/> Mini Split | <input type="checkbox"/> VAV System | <input type="checkbox"/> VRF System |
| <input type="checkbox"/> Cooling Towers | <input type="checkbox"/> Variable Speed Equipment | | <input type="checkbox"/> Window AC Unit | | <input type="checkbox"/> Appliances |
| <input type="checkbox"/> Low NOX FAU | <input type="checkbox"/> Propane System | | <input type="checkbox"/> Wall Heater | <input type="checkbox"/> Rooftop Unit | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Dryer Ventilation | <input type="checkbox"/> Ice Machine | <input type="checkbox"/> Split System | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Smoke/Duct Detector | |

What types of parts and accessories have you worked with?

| | | | | | |
|--|---------------------------------------|--|---|---|---------------------------------------|
| <input type="checkbox"/> Coils | <input type="checkbox"/> Condensers | <input type="checkbox"/> Dampers | <input type="checkbox"/> Grills | <input type="checkbox"/> Vacuum Pump | <input type="checkbox"/> Fans |
| <input type="checkbox"/> Sound Attenuators | <input type="checkbox"/> Sheet Metal | <input type="checkbox"/> Electrical Motors | | <input type="checkbox"/> Diffusers | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Contactor | <input type="checkbox"/> Capacitor | <input type="checkbox"/> Valves | <input type="checkbox"/> Flex Duct Work | <input type="checkbox"/> Spiral Duct System | |
| <input type="checkbox"/> Hard Start Kit | <input type="checkbox"/> Blower Motor | <input type="checkbox"/> Condenser Fan | | <input type="checkbox"/> Evaporator Coil | <input type="checkbox"/> Single Phase |
| <input type="checkbox"/> 3 Phase | <input type="checkbox"/> Disconnects | <input type="checkbox"/> Fuses | <input type="checkbox"/> Refrigerant | | |

Applications:

| | | | | | |
|-------------------------------------|---|-------------------------------------|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Clean Room | <input type="checkbox"/> Cold Storage | <input type="checkbox"/> Commercial | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Hospital | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Marine | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Change Out | <input type="checkbox"/> Restaurant | <input type="checkbox"/> IT Room | <input type="checkbox"/> Pool Room |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Light Commercial | | | | <input type="checkbox"/> Residential |

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"/> Carrier Zoning | <input type="checkbox"/> Honeywell Zoning |
| <input type="checkbox"/> Pneumatic Controls | <input type="checkbox"/> DDC | <input type="checkbox"/> Controls Programming | <input type="checkbox"/> Other: _____ | |

What job functions have you performed?

- | | | | | |
|---|--|---|--------------------------------------|---|
| <input type="checkbox"/> Activating Reporting | <input type="checkbox"/> Contract/Proposal Preparation | <input type="checkbox"/> Drywall Repair | <input type="checkbox"/> Dispatching | <input type="checkbox"/> Estimator |
| <input type="checkbox"/> Facility Manager | <input type="checkbox"/> General Construction | <input type="checkbox"/> Inspector | <input type="checkbox"/> Instructor | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Troubleshooting | <input type="checkbox"/> Brazing | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Change Orders |
| <input type="checkbox"/> Cold Calling | <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Consultative Selling | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Electrical | <input type="checkbox"/> High Voltage | <input type="checkbox"/> Foreman | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Fabrication | <input type="checkbox"/> Field Supervisor | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Installer | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Material Handler | <input type="checkbox"/> Repair | <input type="checkbox"/> Sales | <input type="checkbox"/> Technician | |

Knowledge and Skills

Please rate your skills and knowledge from 1-3 in each of the following areas: (1 is no experience and 3 is expert – not all areas may apply).

Air Conditioning – Commercial _____ Air Conditioning – Residential _____ Heating _____
Commercial Kitchen Repair _____ Low Voltage Electrical _____ High Voltage Electrical _____
Preventative Maintenance _____ Dispatch _____ Sales _____
Electronic Dispatch Software _____

List your three top areas of expertise: (refrigeration, commercial, chillers, etc.)

List any additional information/work that you would like RC Air to know about:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

Persons with Disabilities/Vietnam Veterans, Disabled Veterans and Other Covered Veterans:

The Americans with Disabilities Act (ADA) and Section 503 of the Rehabilitation Act of 1973 prohibit employment discrimination against qualified individuals with disabilities. Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Veterans Employment Opportunity Act of 1998, eliminates barriers of employment for veterans. Our companies willingly comply with these laws.

Application Information:

Please read the following statements and ask for clarification, if needed, before you sign this application. Applicants will be considered regardless of race, color, religion, gender, national origin, citizenship status, sexual orientation, age, marital status, veteran status, or the presence of a medical condition or disability.

I certify that my answers are true and complete to the best of my knowledge. Further, I understand that if hired, I agree to abide by all company policies and procedures, as outlined in the company handbook.

If this application leads to employment, I further understand that false or misleading information in my application or interview may result in my release, regardless of how or when it was discovered. I authorize Woodlands Mechanical Group, LLC, and/or its subsidiaries to investigate and verify all statements and information contained in this application and during my interview (if applicable). I release all liability from anyone supplying such information, as well as Woodlands Mechanical Group, LLC, and its subsidiaries from any and all liability that might result from conducting an investigation.

If hired, I further understand that:

My employment would be at will, and that I could be terminated at any time, with or without cause or notice at the option of the employer

or myself. This employment application will become part of the terms and conditions of employment.

Signature: _____ Date: _____