Applicant Information and Availability

APPLICANT INFORMATION

Full legal name _____

Address _____

City _____ **State** _____ **ZIP** _____

Phone _____ **Email** _____

POSITION AND AVAILABILITY

Position applied for _____ **Date available** _____

Desired pay _____ **Employment desired** ☐ Full-time ☐ Part-time ☐ Other

Available for ☐ Weekdays ☐ Evenings ☐ Weekends ☐ On-call rotation ☐ Overtime

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require employment sponsorship? ☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

Can you perform the essential duties of this position, with or without reasonable accommodation? ☐ Yes ☐ No

How did you hear about us? _____

EMERGENCY CONTACT - OPTIONAL

Name _____ **Relationship** _____

Phone _____

HVAC Qualifications, Licenses, and Technical Skills

LICENSES AND CERTIFICATIONS

- [ ] EPA Universal
- [ ] EPA Type I
- [ ] EPA Type II
- [ ] EPA Type III
- [ ] NATE
- [ ] OSHA
- [ ] Iowa HVAC license
- [ ] Other

License/certification numbers and expiration dates _____

HVAC EXPERIENCE

Total years of HVAC experience _____ **Years in service** _____

Experience level

- [ ] Helper
- [ ] Entry-level
- [ ] Journeyman
- [ ] Master
- [ ] Lead tech

TECHNICAL SKILLS - CHECK ALL THAT APPLY

- [ ] Gas furnaces
- [ ] Heat pumps
- [ ] Air conditioning
- [ ] Boilers
- [ ] Mini-splits
- [ ] Geothermal
- [ ] Refrigeration diagnostics
- [ ] Electrical diagnostics
- [ ] Controls/thermostats
- [ ] Airflow/duct diagnostics
- [ ] Sheet metal/ductwork
- [ ] Indoor air quality
- [ ] Water heaters
- [ ] Tankless water heaters
- [ ] Heat-pump water heaters
- [ ] System startup/commissioning
- [ ] Preventive maintenance
- [ ] Customer communication

Equipment brands you have serviced _____

Describe your strongest technical skills and the types of service calls you handle independently:

Describe your diagnostic process for a system that is not heating or cooling:

Education and Employment History

EDUCATION AND TRAINING

High school/GED _____ Year completed _____

Trade school/college _____ Program/degree _____

Apprenticeship or specialized training _____

EMPLOYMENT HISTORY - MOST RECENT FIRST

EMPLOYER 1

Company _____ Phone _____

Address _____

Job title _____ Supervisor _____

Start date _____ End date _____ Ending pay _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

EMPLOYER 2

Company _____ Phone _____

Address _____

Job title _____ Supervisor _____

Start date _____ End date _____ Ending pay _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

Additional Employment, Driving, and References

EMPLOYMENT HISTORY - CONTINUED

EMPLOYER 3

Company _____ Phone _____

Address _____

Job title _____ Supervisor _____

Start date _____ End date _____ Ending pay _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

DRIVING AND WORK REQUIREMENTS

Do you have a valid driver's license? ☐ Yes ☐ No State _____

Can you safely operate company vehicles and follow company driving policies? ☐ Yes ☐ No

Can you meet the position's lifting, ladder, and physical requirements, with or without reasonable accommodation? ☐ Yes ☐ No

List any job-related driving restrictions or scheduling limitations (do not include medical details):

PROFESSIONAL REFERENCES

Name 1 _____ Relationship _____ Phone _____

Name 2 _____ Relationship _____ Phone _____

Name 3 _____ Relationship _____ Phone _____

Applicant Statement and Authorization

ADDITIONAL INFORMATION

Why are you interested in joining Vandemark Heating and Cooling?

Describe an example of how you handled a difficult customer or challenging service call:

APPLICANT STATEMENT AND AUTHORIZATION

I certify that the information in this application is true and complete to the best of my knowledge. I understand that false statements or material omissions may disqualify me from employment or result in termination. I authorize Vandemark Heating and Cooling to contact the employers, schools, and references listed here to verify job-related information. I understand that this application is not an employment contract and that employment, if offered, is subject to company policies and applicable law. Any background or consumer report requiring separate consent will be handled through a separate authorization form.

Applicant signature _____ **Date** _____

Typing your name above does not create an electronic signature unless accepted under the employer's process.

EQUAL EMPLOYMENT OPPORTUNITY

Vandemark Heating and Cooling considers applicants without unlawful discrimination and provides reasonable accommodations as required by applicable law.