



8 N. Broadway  
PO Box 526  
Inola, OK 74036  
918-543-6225

# HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ ext. \_\_\_\_ Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

How did you hear about Cool Enterprises, Inc.? \_\_\_\_\_

## 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 | NUMBER OF YEARS COMPLETED | 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:<br><br>Address with city/state/zip:<br><br>Phone number:   | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>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? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                         |                  |                |

|  |                         |                  |                |
|--|-------------------------|------------------|----------------|
| Name of employer:<br><br>Address with city/state/zip:<br><br>Phone number:   | Name of last supervisor | Employment dates | Pay or salary  |
|  |                         | From<br>To       | Start<br>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? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                         |                  |                |

|   |                                |                          |                              |
|---|--------------------------------|--------------------------|------------------------------|
| <b>Name of employer:</b><br><br><b>Address with city/state/zip:</b><br><br><b>Phone number:</b>                                       | <b>Name of last supervisor</b> | <b>Employment dates</b>  | <b>Pay or salary</b>         |
|   |                                | <b>From</b><br><b>To</b> | <b>Start</b><br><b>Final</b> |
|   | <b>Your last job title</b>     |                          |                              |
| <b>Reason for leaving</b> (be specific)   |                                |                          |                              |
| <b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b> |                                |                          |                              |
| <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                |                          |                              |

|   |                                |                          |                              |
|---|--------------------------------|--------------------------|------------------------------|
| <b>Name of employer:</b><br><br><b>Address with city/state/zip:</b><br><br><b>Phone number:</b>                                       | <b>Name of last supervisor</b> | <b>Employment dates</b>  | <b>Pay or salary</b>         |
|   |                                | <b>From</b><br><b>To</b> | <b>Start</b><br><b>Final</b> |
|   | <b>Your last job title</b>     |                          |                              |
| <b>Reason for leaving</b> (be specific)   |                                |                          |                              |
| <b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b> |                                |                          |                              |
| <b>May we contact this employer?</b> <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"/> Trane      |
| <input type="checkbox"/> Whisper Kool      | <input type="checkbox"/> True              | <input type="checkbox"/> United        | <input type="checkbox"/> Thermo Pride     | <input type="checkbox"/> Filmore    |
| <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"/> Recipricating       | <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: _____           |                              |

**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                         |

## 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: _____                    |   |

[illegible]

| <b>Professional References:</b> Please list 3-4 <u>people you have worked with</u> that can attest to your ON THE JOB EXPERIENCE and PERFORMANCE. |                           |
|---|---------------------------|
| Name _____  | Name _____                |
| Position _____  | Position _____            |
| Company _____   | Company _____             |
| Telephone ( _____ ) _____   | Telephone ( _____ ) _____ |
| Name _____  | Name _____                |
| Position _____  | Position _____            |
| Company _____   | Company _____             |
| Telephone ( _____ ) _____   | Telephone ( _____ ) _____ |

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 Cool Enterprises, Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Cool Enterprises, Inc., it will be on an at-will basis. This means that either Cool Enterprises, Inc. 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 Cool Enterprises, Inc. I release Cool Enterprises, 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 Cool Enterprises, Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Cool Enterprises, Inc. and its employees from all liability arising from such investigation.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Cool Enterprises, Inc. 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 Cool Enterprises, Inc. depends solely on your qualifications.