

DRG Mechanical211 Main Street
Lester, IA 51442

www.drgmechanical.com

HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 6 pages)

Position(s) Applying for:

Application Date: _____ / _____ / _____

Personal Information

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ Email Address: (if available): _____

How did you hear about our company? _____

Employment InformationCitizenship/Work Status: U.S. Citizen Green Card Holder U.S. Work Permit/Visa Canadian Citizen Canadian Work Permit/Visa

Current Employer: (if any) _____

Years of Work Experience directly related to the position you are applying for: _____Employment Type Desired: Full-Time Part-Time Desired Compensation: Hourly Salary When are you available to start work? _____**Education**

TYPE OF SCHOOL	NAME OF SCHOOL	# of years completed	SUBJECT STUDIED / DEGREE	GRADUATED?
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO
College/University				<input type="checkbox"/> YES <input type="checkbox"/> NO
Trade School				<input type="checkbox"/> YES <input type="checkbox"/> NO
Professional School				<input type="checkbox"/> YES <input type="checkbox"/> NO

Criminal HistoryHAVE 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 InformationDO 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) ChauffeurDo you have a clean driving record? Yes No

List any Moving Violations and/or Accidents from the last 3 years: _____

Military ExperienceHAVE YOU EVER SERVED IN THE MILITARY? No Yes DIVISION: _____ DATE DISCHARGED: _____

Please list your work experience for the past 5 years beginning with your most recent job.
 If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

Work Experience			
Name of employer:	Name of last supervisor	Employment dates	Pay or salary
Address with city/state/zip:		From To	Start Final
Phone:	Your last job title		
Specific reason for leaving			
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 To	Start Final
Phone:	Your last job title		
Specific reason for leaving			
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			

Professional References

Please list 3-4 people you have worked with who can attest to your On-the-Job experience and performance.

Name _____ Position _____ Company _____ Telephone (_____) _____ Email Address _____	Name _____ Position _____ Company _____ Telephone (_____) _____ Email Address _____
Name _____ Position _____ Company _____ Telephone (_____) _____ Email Address _____	Name _____ Position _____ Company _____ Telephone (_____) _____ Email Address _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all information on this application is true and complete to the best of my knowledge and understand that false or misleading statements may result in refusal of hire or termination of employment.

I understand that if I am employed by DRG Mechanical, my employment will be at will, which means that either DRG Mechanical or I may terminate the employment relationship at any time, with or without cause or notice. I understand that nothing in this application or in any employment documents creates a contract of employment.

I agree to submit to job-related drug and alcohol testing if requested by DRG Mechanical and release the company and testing providers from liability arising out of such testing

I authorize DRG Mechanical to verify the information I have provided, including my education, licenses and certifications, driving record, criminal history, and employment history, as allowed by law. I release DRG Mechanical and any persons or companies that provide such information from any liability arising from these inquiries.

Signature of Applicant: _____ **Date:** ____/____/____

Print Name: _____

DRG Mechanical 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 DRG Mechanical depends solely on your qualifications.

HVAC/R INDUSTRY SKILLS SECTION INSTRUCTIONS: ONLY select the specific industry skills that you consider yourself to be very knowledgeable about, with a high level of competency.

HVAC/R Industry Skills

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)

- | | | | | |
|---|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> American Standard | <input type="checkbox"/> DelField | <input type="checkbox"/> Kold Draft | <input type="checkbox"/> Ruud | <input type="checkbox"/> Toshiba |
| <input type="checkbox"/> Andover Controls | <input type="checkbox"/> Electro Freeze | <input type="checkbox"/> Lennox | <input type="checkbox"/> Sani Serv | <input type="checkbox"/> Trane |
| <input type="checkbox"/> Beverage Air | <input type="checkbox"/> Frigidaire | <input type="checkbox"/> Liebert | <input type="checkbox"/> Seibe | <input type="checkbox"/> Traulsen |
| <input type="checkbox"/> Bryant | <input type="checkbox"/> Gibson | <input type="checkbox"/> Luxaire | <input type="checkbox"/> Siemens | <input type="checkbox"/> TRUE |
| <input type="checkbox"/> Carrier | <input type="checkbox"/> Honeywell | <input type="checkbox"/> Manitowoc | <input type="checkbox"/> Storling | <input type="checkbox"/> United |
| <input type="checkbox"/> Coleman | <input type="checkbox"/> Hoshizaki | <input type="checkbox"/> Maytag | <input type="checkbox"/> Tappan | <input type="checkbox"/> Victory |
| <input type="checkbox"/> Cornecius | <input type="checkbox"/> Ice O Matic | <input type="checkbox"/> McQuay | <input type="checkbox"/> Taylor | <input type="checkbox"/> Vogt |
| <input type="checkbox"/> Crystal Tip | <input type="checkbox"/> ICEE | <input type="checkbox"/> Perlick | <input type="checkbox"/> Tekmar | <input type="checkbox"/> Westinghouse |
| <input type="checkbox"/> Cummins & Woodward | <input type="checkbox"/> Johnson Controls | <input type="checkbox"/> Philco | <input type="checkbox"/> Thermo King | <input type="checkbox"/> York |
| <input type="checkbox"/> Daikin | <input type="checkbox"/> Kelvinator | <input type="checkbox"/> Rheem | | |

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

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> 410A | <input type="checkbox"/> Chillers | <input type="checkbox"/> Freezers - Commercial | <input type="checkbox"/> Oil | <input type="checkbox"/> Split Systems |
| <input type="checkbox"/> Absorption Systems | <input type="checkbox"/> Cold-Plate Systems | <input type="checkbox"/> Frozen Beverage Machines | <input type="checkbox"/> Ovens - Electric | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Air Dist. Equipment | <input type="checkbox"/> Commercial Cooking Equip | <input type="checkbox"/> Furnace | <input type="checkbox"/> Ovens - Gas | <input type="checkbox"/> Trailer Units |
| <input type="checkbox"/> Air Handlers | <input type="checkbox"/> Cooling Towers | <input type="checkbox"/> Gas | <input type="checkbox"/> Package Units | <input type="checkbox"/> Transport Refrigeration |
| <input type="checkbox"/> Ammonia | <input type="checkbox"/> Dehumidification | <input type="checkbox"/> Gas Stoves | <input type="checkbox"/> Parallel Refrigeration | <input type="checkbox"/> Variable Speed Equipment |
| <input type="checkbox"/> Anti-Vibrations | <input type="checkbox"/> Dish Washers | <input type="checkbox"/> Geo Thermal | <input type="checkbox"/> Portable HVAC | <input type="checkbox"/> VAV |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Dry Systems | <input type="checkbox"/> Ground Source Heat Pumps | <input type="checkbox"/> Propane | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Appliances - Home | <input type="checkbox"/> Dry-Coolers | <input type="checkbox"/> Heat Pumps | <input type="checkbox"/> Puron | <input type="checkbox"/> VRF |
| <input type="checkbox"/> Bobtail Units | <input type="checkbox"/> Dryers - Clothes | <input type="checkbox"/> Humidification | <input type="checkbox"/> Radiant Heating | <input type="checkbox"/> VRV |
| <input type="checkbox"/> Boilers | <input type="checkbox"/> Electric Stoves | <input type="checkbox"/> HVAC Equipment | <input type="checkbox"/> Reach-Ins | <input type="checkbox"/> Walk-Ins |
| <input type="checkbox"/> Cascade Refrigeration | <input type="checkbox"/> Environmental Test Chambers | <input type="checkbox"/> Hydronic | <input type="checkbox"/> Recipricating | <input type="checkbox"/> Washers - Clothes |
| <input type="checkbox"/> Central Plants | <input type="checkbox"/> Exhaust Systems | <input type="checkbox"/> Ice Cream Machines | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Water Heaters |
| <input type="checkbox"/> Centrifugal | <input type="checkbox"/> FCB Machines | <input type="checkbox"/> Ice Machines | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Wet Systems |
| <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Forced Air Systems | <input type="checkbox"/> In-Floor | <input type="checkbox"/> Rooftop Units | <input type="checkbox"/> Window Units AC |

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

- | | | | | |
|--------------------------------------|------------------------------------|--|--------------------------------------|--|
| <input type="checkbox"/> Coils | <input type="checkbox"/> Dampers | <input type="checkbox"/> Electric Motors | <input type="checkbox"/> HVAC Parts | <input type="checkbox"/> Sound Attenuators |
| <input type="checkbox"/> Compressors | <input type="checkbox"/> Diffusers | <input type="checkbox"/> Fans | <input type="checkbox"/> Registers | <input type="checkbox"/> Vacuum Pumps |
| <input type="checkbox"/> Condensers | <input type="checkbox"/> Duct Work | <input type="checkbox"/> Grills | <input type="checkbox"/> Sheet Metal | <input type="checkbox"/> Valves |

What Applications do you have experience with? (Select all that apply)

- | | | | | |
|---|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Government Projects | <input type="checkbox"/> Institutional | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Cold Storage | <input type="checkbox"/> Grocery Stores | <input type="checkbox"/> International | <input type="checkbox"/> Off-Shore | <input type="checkbox"/> Restaurants |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Hospitals | <input type="checkbox"/> Light Commercial | <input type="checkbox"/> Pools | <input type="checkbox"/> Snow Melting |
| <input type="checkbox"/> Floating Floor | <input type="checkbox"/> Industrial | <input type="checkbox"/> Marine | | |

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

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

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

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

- Energy
- Energy Management
- Engineer/BSME

- Material Handler
- NATE Certification
- NEBB

- Report Generation
- Reporting
- Research

- Welder
- Welding

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

- | | | | | |
|-----------------------------------|--|---|--|---|
| <input type="checkbox"/> ACT | <input type="checkbox"/> Echelon | <input type="checkbox"/> Lon Works | <input type="checkbox"/> MS Excel | <input type="checkbox"/> SalesLogix |
| <input type="checkbox"/> Approach | <input type="checkbox"/> Energy Pro | <input type="checkbox"/> Lon-Based Cicron | <input type="checkbox"/> MS Office | <input type="checkbox"/> Seibe |
| <input type="checkbox"/> AutoCad | <input type="checkbox"/> Estimation (software) | <input type="checkbox"/> Manual J | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Trane Duct/Pipe Designer |
| <input type="checkbox"/> Derby | <input type="checkbox"/> Goldmine | <input type="checkbox"/> Microstation | <input type="checkbox"/> MS Word | <input type="checkbox"/> WinSales |
| <input type="checkbox"/> Ecco Pro | <input type="checkbox"/> Load/Trace 700 | <input type="checkbox"/> MS Access | <input type="checkbox"/> QuickPen | <input type="checkbox"/> Wrightsoft |

Certifications & Licenses

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

- | | | |
|--|---|---|
| <input type="checkbox"/> (CAMT) Certified Apartment Maint Technician | <input type="checkbox"/> HVAC Excellence - Gas Heat | <input type="checkbox"/> Journeyman Plumber License |
| <input type="checkbox"/> Certified Energy Manager | <input type="checkbox"/> HVAC Excellence - Geothermal | <input type="checkbox"/> Master HVAC License |
| <input type="checkbox"/> EPA 608 Type I | <input type="checkbox"/> HVAC Excellence - Heat Pumps | <input type="checkbox"/> Master Plumber License |
| <input type="checkbox"/> EPA 608 Type II | <input type="checkbox"/> HVAC Excellence - Hydronics I | <input type="checkbox"/> NATE - A/C |
| <input type="checkbox"/> EPA 608 Type III | <input type="checkbox"/> HVAC Excellence - Hydronics II | <input type="checkbox"/> NATE - Air Distribution |
| <input type="checkbox"/> EPA 608 Universal | <input type="checkbox"/> HVAC Excellence - Oil Heat | <input type="checkbox"/> NATE - Gas Heat |
| <input type="checkbox"/> HVAC Excellence - A/C | <input type="checkbox"/> ICE - Commercial Refrigeration | <input type="checkbox"/> NATE - Heat Pumps |
| <input type="checkbox"/> HVAC Excellence - Commercial A/C | <input type="checkbox"/> ICE - Light Commercial A/C & Heating | <input type="checkbox"/> NATE - Oil Heating |
| <input type="checkbox"/> HVAC Excellence - Commercial Refrigeration | <input type="checkbox"/> ICE - Residential A/C & Heating | <input type="checkbox"/> Oil Burner License |
| <input type="checkbox"/> HVAC Excellence - Electrical Heat | <input type="checkbox"/> Journeyman HVAC License | <input type="checkbox"/> Registered Professional Engineer |

Include State and License Numbers for any licenses selected above, if applicable: _____

Other Licenses & Certifications held: _____
