

99 Skipjack Road  
 Prince Frederick, MD 20678  
 Phone: (410) 535-2234  
[riversidehac.com](http://riversidehac.com)

Position Applying For:  
 Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Personal Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Email Address: \_\_\_\_\_  
 How did you hear about our company?

**Employment Information**

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

Current Employer: \_\_\_\_\_

Years of work experience *directly related* to the position you are applying for: \_\_\_\_\_

Employment Type Desired       Full-Time       Part-Time

Desired Compensation:       Hourly       Annually

Other Compensation Desired: \_\_\_\_\_

When are you able to start work? \_\_\_\_\_

**Education**

TYPE OF SCHOOL	NAME OF SCHOOL	TOWN / STATE	# YEARS COMPLETED	MAJOR & DEGREE
<b>High School</b>				
<b>College</b>				
<b>Trade School</b>				
<b>Professional School</b>				

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### Criminal History

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Have you ever been convicted of a felony or misdemeanor (except for minor traffic violations)?  No  Yes

If yes, please explain and attach any relevant documentation.

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### Divers License Information

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

If not, do you have reliable transportation to work (please be specific)?

Driver's License Number:

State of issuance:

Operator  Commercial (CLD)  Chauffeur Do you have a clean driving record?  No  Yes

List any moving violations and/or accidents from the last 3 years:

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### Military Service

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Have you ever been in the Armed Forces?  No  Yes Branch:

Are you currently a member of The National Guard or Reserves?  No  Yes

Specialty:

Date Entered:

Discharge Date:

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### Work Experience

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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 resume if applicable.

Name Of Employer:

Name Of Last Supervisor:

Address With City/State/Zip:

Employment Dates: From \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

Phone:

Pay or salary:

Reason For leaving:

List the jobs you held, duties performed, and skills used or learned:

May we contact this employer?  No  Yes

Name Of Employer:

Name Of Last Supervisor:

Address With City/State/Zip:

Employment Dates: From \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

Phone:

Pay or salary:

Reason For leaving:

List the jobs you held, duties performed, and skills used or learned:

May we contact this employer?  No  Yes

Name Of Employer:

Name Of Last Supervisor:

Address With City/State/Zip:

Employment Dates: From \_\_\_ - \_\_\_ - \_\_\_ to \_\_\_ - \_\_\_ - \_\_\_

Phone:

Pay or salary:

Reason For leaving:

List the jobs you held, duties performed, and skills used or learned:

May we contact this employer?  No  Yes

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### HVAC Industry Skills

HVAC Industry Skill Section Instructions: **Only** select the specific skills that you consider yourself to be **very knowledgeable** about, with a **high level of competency**.

What Size of HVAC 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  
 Cornecius     Crystal Tip     Cummins/Woodward     Daikin     DelField     Electro Freeze  
 Frigidare     Gibson     Honeywell     Hoshizaki     Ice O Matic     ICEE  
 Johnson Controls     Kelvinator     Kold Draft     Lennox     Liebert     Manitowoc

## HVAC Industry Skills Continued

- |                                 |                                     |                                      |                                   |                                       |                                   |
|---------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Maytag | <input type="checkbox"/> McQuay     | <input type="checkbox"/> Perlick     | <input type="checkbox"/> Philco   | <input type="checkbox"/> Philco       | <input type="checkbox"/> Rheem    |
| <input type="checkbox"/> Ruud   | <input type="checkbox"/> Sani Serve | <input type="checkbox"/> Seibe       | <input type="checkbox"/> Siemens  | <input type="checkbox"/> Storling     | <input type="checkbox"/> Tappan   |
| <input type="checkbox"/> Taylor | <input type="checkbox"/> Tekmar     | <input type="checkbox"/> Thermo King | <input type="checkbox"/> Toshiiba | <input type="checkbox"/> Train        | <input type="checkbox"/> Traulsen |
| <input type="checkbox"/> TRUE   | <input type="checkbox"/> United     | <input type="checkbox"/> Victory     | <input type="checkbox"/> Vogt     | <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"/> 410A              | <input type="checkbox"/> Absorption Systems     | <input type="checkbox"/> Air Dist. Equip.        | <input type="checkbox"/> Air Handlers    | <input type="checkbox"/> Ammonia         | <input type="checkbox"/> Anti-Vibrations  |
| <input type="checkbox"/> Appliances        | <input type="checkbox"/> Appliances-Home        | <input type="checkbox"/> Bobtail Units           | <input type="checkbox"/> Boilers         | <input type="checkbox"/> Cascade         | <input type="checkbox"/> Central Plants   |
| <input type="checkbox"/> Centrifugal       | <input type="checkbox"/> Chilled Water          | <input type="checkbox"/> Chillers                | <input type="checkbox"/> Cold-Plate      | <input type="checkbox"/> Cooling Towers  | <input type="checkbox"/> Dehumidification |
| <input type="checkbox"/> Dish Washers      | <input type="checkbox"/> Dry Systems            | <input type="checkbox"/> Dry-Coolers             | <input type="checkbox"/> Dryers-Clothes  | <input type="checkbox"/> Electric Stoves | <input type="checkbox"/> Exhaust Systems  |
| <input type="checkbox"/> FCB Machines      | <input type="checkbox"/> Forced Air Systems     | <input type="checkbox"/> Freezers                | <input type="checkbox"/> Furnace         | <input type="checkbox"/> Gas             | <input type="checkbox"/> Gas Stoves       |
| <input type="checkbox"/> Geothermal        | <input type="checkbox"/> GS Heat Pumps          | <input type="checkbox"/> Heat Pumps              | <input type="checkbox"/> Humidification  | <input type="checkbox"/> HVAC Equip.     | <input type="checkbox"/> Hydronic         |
| <input type="checkbox"/> Ice Cream Machine | <input type="checkbox"/> Ice Machine            | <input type="checkbox"/> In-Floor                | <input type="checkbox"/> Oil             | <input type="checkbox"/> Ovens-Electric  | <input type="checkbox"/> Ovens – Gas      |
| <input type="checkbox"/> Package Units     | <input type="checkbox"/> Parallel Refrigeration | <input type="checkbox"/> Portable HVAC           | <input type="checkbox"/> Propane         | <input type="checkbox"/> Puron           | <input type="checkbox"/> Radiant Heat     |
| <input type="checkbox"/> Reach-ins         | <input type="checkbox"/> Reciprocating          | <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"/> Trailer Units          | <input type="checkbox"/> Transport Refrigeration | <input type="checkbox"/> Variable Speed  | <input type="checkbox"/> VAV             | <input type="checkbox"/> Ventilation      |
| <input type="checkbox"/> VRF               | <input type="checkbox"/> VRV                    | <input type="checkbox"/> Walk-Ins                | <input type="checkbox"/> Washers-Clothes | <input type="checkbox"/> Water Heaters   | <input type="checkbox"/> Wet Systems      |
| <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"/> Compressors  | <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     |                                     |                                    |                                      |

What Applications do you have expertise with? (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"/> Gov. Projects | <input type="checkbox"/> Grocery Stores |
| <input type="checkbox"/> Hospitals    | <input type="checkbox"/> Industrial   | <input type="checkbox"/> Institutional | <input type="checkbox"/> International  | <input type="checkbox"/> Light Comm    | <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   |

What type of building automation or controls experience do you have?

- |  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <input type="checkbox"/> Building Automation | <input type="checkbox"/> Controls-Design | <input type="checkbox"/> Controls-Programming | <input type="checkbox"/> DDC | <input type="checkbox"/> Pneumatic Controls |
|--|--|---|------------------------------|---|

What job functions have you performed? (Select all that apply)

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Actively Reporting    | <input type="checkbox"/> Advertising (broadcast) | <input type="checkbox"/> Advertising (online)     | <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"/> Account Management       | <input type="checkbox"/> Cold Calling      | <input type="checkbox"/> Commission Development  |
| <input type="checkbox"/> Computer Literate     | <input type="checkbox"/> Consultive Selling      | <input type="checkbox"/> Contracting Negotiations | <input type="checkbox"/> Contract/Proposal | <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 | <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 MGMT       | <input type="checkbox"/> Engineer/BSME           |
| <input type="checkbox"/> Engineer/PE           | <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"/> Installer               | <input type="checkbox"/> International            | <input type="checkbox"/> Journeyman        | <input type="checkbox"/> Lead Generation         |
| <input type="checkbox"/> Lead Management       | <input type="checkbox"/> Leadership              | <input type="checkbox"/> LEED                     | <input type="checkbox"/> Load Calculation  | <input type="checkbox"/> Machine Operator        |
| <input type="checkbox"/> Maintenance           | <input type="checkbox"/> Manager                 | <input type="checkbox"/> Manufacturer Rep         | <input type="checkbox"/> Manufacturing     | <input type="checkbox"/> Market Analysis         |
| <input type="checkbox"/> Material Handler      | <input type="checkbox"/> NATE Certification      | <input type="checkbox"/> NEBB                     | <input type="checkbox"/> Ops Manager       | <input type="checkbox"/> P&L                     |

- |                                     |                                 |  |  |   |
|-------------------------------------|---------------------------------|--|--|---|
| <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Piping | <input type="checkbox"/> Plans/Schematics    | <input type="checkbox"/> Plan/Specs    | <input type="checkbox"/> PLC            |
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> Policy | <input type="checkbox"/> Preventative Maint. | <input type="checkbox"/> Product Demo. | <input type="checkbox"/> Product Design |

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### Job Functions Continued

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Product Development  | <input type="checkbox"/> Product Testing       | <input type="checkbox"/> Production                | <input type="checkbox"/> Project Mgmt. | <input type="checkbox"/> Project Scheduling    |
| <input type="checkbox"/> Proposal Development | <input type="checkbox"/> Proposal Presentation | <input type="checkbox"/> Proposal/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"/> Repair        | <input type="checkbox"/> Report Generation     |
| <input type="checkbox"/> Research             | <input type="checkbox"/> Retrofit              | <input type="checkbox"/> Sales                     | <input type="checkbox"/> Sales Manager | <input type="checkbox"/> Sales Training        |
| <input type="checkbox"/> Service              | <input type="checkbox"/> Service Agreements    | <input type="checkbox"/> Service Manager           | <input type="checkbox"/> Sheet Metal   | <input type="checkbox"/> Shipping Coordination |
| <input type="checkbox"/> Steamfitter          | <input type="checkbox"/> Supervision           | <input type="checkbox"/> Take-offs                 | <input type="checkbox"/> Technician    | <input type="checkbox"/> Test & Balance        |
| <input type="checkbox"/> Thermodynamics       | <input type="checkbox"/> Trainer               | <input type="checkbox"/> Troubleshooting           | <input type="checkbox"/> Welder        |  |

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What Computer related experince do you have?

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### Certifications & Licenses

What Certifications & Licenses do you have? (Include State & License Number)

Other Licenses & Certifications held:

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### Additional Information

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. If you have a resume, please include it with this application.

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### Professional References

Please list 3 *people you have worked with* who can attest to your on-the-job experience and performance.

Name:	Name:	Name:
Position:	Position:	Position:
Company:	Company:	Company:
Phone Number: ____ - ____ - ____ x ____	Phone Number: ____ - ____ - ____ x ____	Phone Number: ____ - ____ - ____ x ____
Email Address:	Email Address:	Email Address:

Did you complete this application yourself?  Yes  No

If not, who did?

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**Agreement (please read carefully before signing)**

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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 Riverside Heating & Air Conditioning, Inc. creates an actual or implied contract of employment. I understand that if I accept employment with Riverside Heating & Air Conditioning, Inc., it will be on an at-will basis. This means that either Riverside Heating & Air Conditioning, 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 Riverside Heating & Air Conditioning, Inc. I release Riverside Heating & Air Conditioning, 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 Riverside Heating & Air Conditioning, Inc., to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment history, and all other aspects of my background relevant to my proposed employment. I release Riverside Heating & Air Conditioning, Inc., and its employees from all liability arising from such investigation.

Signature of Applicant:

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

Print Name:

Riverside Heating & Air Conditioning, Inc. is an equal 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 Riverside Heating & Air Conditioning, Inc., depends solely on your qualifications.

*Thank you for applying.*



**RIVERSIDE**

Heating & Air Conditioning, Inc.