



**FELGER HART, INC.**

**Felger Hart Inc.**

5049 N State Road 1  
Ossian, IN 46777  
260.489.2134  
260.597.7204 Fax  
www.felgerhart.com

**Employment Application**

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

**Applicant Information**

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

How did you hear about Felger Hart? \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for Felger Hart? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Trade School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## 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: \_\_\_\_\_

## Current and Previous Employment

Current Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**HVAC/R Industry Skills (Circle all that apply)**

What size of HVAC/R equipment have you worked with? (Circle all that apply)

1-5 Tons	5-20 Tons	20-50 Tons	50-100 Tons	100+ Tons
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What manufacturer's equipment have you worked with? (Circle all that apply)

American Standard	Andover Controls	Beverage Air	Bryant	Carrier	Coleman	DelField	Hoshizaki	Kold Draft
Maytag	Ruud	Storling	Traulsen	Westinghouse	Corneclous	Electro Freeze	Ice O Matic	Leibert
McQuay	Sani Serv	Tappan	True	York	Crystal Tip	Frigidaire	ICEE	Lennox
Perlick	Scotsman	Tekmar	United	Cummins & Woodward	Gibson	Johnson Controls	Luxaire	Philco
Seibe	Toshiba	Victory	Daikin	Honeywell	Kelvinator	Manitowoc	Rheem	Siemens
Trane	Vogt							

What types of equipment or systems have you worked with? (Circle all that apply)

Absorption Systems	Appliances	Chilled Water	Dish Washers	Exhaust Systems	Furnace	Heat Pumps	Ice Cream Machines
Package Units	Recipricating	Steam	Washers-Clothes	Air Dist. Equipment	Appliances-Home	Chillers	Dry Systems
FCB Machines	Gas	Humidification	In-Floor	Portable HVAC	Refrigeration	Variable Speed Equipment	Water Heaters
Air Handlers	Boilers	Commercial Cooking Equipment	Dry-Coolers	Forced Air Systems	Gas Stoves	HVAC Equipment	Oil
Propane Freezers-Commercial	Refrigerators	VAV	Wet Systems	Ammonia	Central Plants	Cooling Towers	Dryers-Clothes
Anti-Vibrations	Geo Thermal	Hydronic	Ovens- Electric	Radiant Heating	Rooftop Units	Ventilation	Window Units A/C
	Centrifugal	Dehumidification	Electric Stoves	Frozen Beverage Machines	Ground Source Heat Pumps	Ice Machines	Ovens- Gas
Reach-Ins	Split Systems	Walk-Ins					

What types of parts and accessories have you worked with? (Circle all that apply)

Coils	Condensers	Dampers	Diffusers	Duct Work
Electric Motors	Fans	Grills	HVAC Parts	Registers
Sheet Metal	Vacuum Pumps	Other:	Other:	Other:

Applications: (Circle all that apply)

Clean Rooms	Cold Storage	Commercial	Light Commercial
Restaurants	Industrial	Residential	Other:

What types of building automation or controls experience do you have? (Circle all that apply)

Controls	Automation	Design-Controls	Pneumatic Controls	Other:
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**HVAC/R Industry Skills (Continued)**

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

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

What computer related experience do you have (Circle all that apply)

ACT	Echelon	Lon Works	MS Office	Sharkware
Approach	Energy Pro	Lon-Based Cicron	MS PowerPoint	Siebel
AutoCad	Estimation (software)	Microstation	MS Word	Trane Duct/Pipe Designer
Derby	Goldmine	MS Access	QuickPen	WinSales
Ecco Pro	Load/Trace	MS Excel	SalesLogix	

**Certifications & Licenses**

What Certification & Licenses do you have? (Circle all that apply)

Certified Energy Manager	EPA 608 Type III	HVAC Excellence-Commercial A/C	HVAC Excellence-Gas Heat	HVAC Excellence-Hydrionics I
ICE- Commercial Refrigeration	Journeyman HVAC License	Master Plumber License	NATE- Gas Heat	Registered Professional Engineer
EPA 608 Type I	EPA 608 Universal	HVAC Excellence-Commercial Refrigeration	HVAC Excellence-Geothermal	HVAC Excellence-Hydrionics II
ICE- Light Commercial A/C & Heating	Journeyman Plumber License	NATE- A/C	NATE- Heat Pumps	EPA 608 Type II
HVAC Excellence-A/C	HVAC Excellence-Electrical Heat	HVAC Excellence-Heat Pumps	HVAC Excellence-Oil Heat	ICE- Residential A/C & Heating
Master HVAC License	NATE- Air Distribution	NATE- Oil Heating		

Other: \_\_\_\_\_

**Additional Information**

Please use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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## References

Please list 3-4 people you have worked with 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 Felger Hart, Inc. creates an actual or implied contract of employment. I understand that if I accept employment with Felger Hart, Inc., it will be on an at-will basis. This means that either Felger Hart, 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 and a pre-employment physical if requested by Felger Hart, Inc. I release Felger Hart, 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 Felger Hart, Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Felger Hart, Inc. and its employees from all liability arising from such investigation.

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

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

Felger Hart, 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 Felger Hart, Inc. depends solely on your qualifications.