

# One Way Heating & Air Conditioning

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# HVAC/R EMPLOYMENT APPLICATION

(Please Print Clearly – complete all 7 pages)

Position(s) Applying for:

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

## Personal Information

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

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

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

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

Email Address: (if available) \_\_\_\_\_

How did you hear about our company? \_\_\_\_\_

## 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) \_\_\_\_\_

Years of Work Experience directly related to the position you are applying for: \_\_\_\_\_

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	Years Attended and/or 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

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

### Military Service

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No Branch: \_\_\_\_\_

ARE YOU CURRENTLY A MEMBER OF THE NATIONAL GUARD or RESERVES?  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.

If you were self-employed, give firm name. Attach additional sheets if necessary. Attach Resume if applicable.

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			

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

## 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"/> 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?**

- |  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <input type="checkbox"/> Building Automation | <input type="checkbox"/> Controls - Design | <input type="checkbox"/> Controls - Programming | <input type="checkbox"/> DDC | <input type="checkbox"/> Pneumatic controls |
| <input type="checkbox"/> 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        |
| <input type="checkbox"/> Energy                          | <input type="checkbox"/> Material Handler         | <input type="checkbox"/> Report Generation            | <input type="checkbox"/> Welder                     |
| <input type="checkbox"/> Energy Management               | <input type="checkbox"/> NATE Certification       | <input type="checkbox"/> Reporting                    | <input type="checkbox"/> Welding                    |
| <input type="checkbox"/> Engineer/BSME                   | <input type="checkbox"/> NEBB                     | <input type="checkbox"/> Research                     |   |

**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 Cicon | <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"/> QuickBooks    | <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:** \_\_\_\_\_

**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.


**Professional References**

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

<b>Name</b> _____ Position _____ Company _____ Telephone (____) _____ Email Address _____	<b>Name</b> _____ Position _____ Company _____ Telephone (____) _____ Email Address _____
<b>Name</b> _____ Position _____ Company _____ Telephone (____) _____ Email Address _____	<b>Name</b> _____ Position _____ Company _____ Telephone (____) _____ 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 One Way Heating & Air Conditioning creates an actual or implied contract of employment. I understand that, if I accept employment with One Way Heating & Air Conditioning, it will be on an at-will basis. This means that either One Way Heating & Air Conditioning 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 One Way Heating & Air Conditioning. I release One Way Heating & Air Conditioning, 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 One Way Heating & Air Conditioning to investigate information concerning my education, licensing, certifications, driving record, criminal history, employment experiences and all other aspects of my background relevant to my proposed employment. I release One Way Heating & Air Conditioning and its employees from all liability arising from such investigation.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

One Way Heating & Air Conditioning 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 One Way Heating & Air Conditioning depends solely on your qualifications.

## Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports

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### Section I: Disclosure

**One Way Heating & Air Conditioning** (the “Company”) may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by an outside agency — **GoodHire, LLC. – Address: P.O. Box 391403 Omaha, NE 68139 | Phone: 1-888-906- 7351 | Fax: 650-362-1933 | Email: support@goodhire.com.** As a result, GoodHire may obtain a Consumer Report on you as an applicant or during employment.

A consumer report is a compilation of information that might affect your employability. The scope of the report **may** include information concerning your driving record, civil and criminal court records, credit, drug screening results, worker’s compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.

Should an employer rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as “a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee.”

### Section II: Authorization and Release

I have carefully read and understand this Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, GoodHire, LLC., to the Company and its designated representatives and agents. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency. By my signature below, I certify the information I provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of the Company.

I authorize GoodHire and its agents to contact my current employer if necessary to verify my current employment status.

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

MM/DD/YYYY

Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

Date of Birth: \_\_\_\_\_

If you are resident of, or performing jobs located in, California, Minnesota, Oklahoma, Massachusetts or New York, check this box to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report from GoodHire electronically. For a paper copy, contact GoodHire at 1-888-906-7351 or support@goodhire.com.

### **Section III: Additional State Law Notices**

If you reside in, or are seeking work in any of the following states, please review these additional notices:

**California:** You have the right to view your file that a Consumer Reporting Agency holds. By providing proper identification and duplication cost, you may obtain a copy of this information in person at the Consumer Reporting Agency's regular business hours and after providing reasonable notice for your request. Additionally, you can make the same request via mail or over request a summary of the file over the phone. The Consumer Reporting Agency can assist you in understanding your file, including coded information. You are allowed to have one additional person accompany you so long as they provide proper identification.

**Maine:** You have the right to ask and know whether a company ordered a background check on you. You can request the name, address, and telephone number of the nearest Consumer Reporting Agency office. Your request will be processed and sent to you in 5 business days.

**Massachusetts:** You have the right to obtain a copy of any of your consumer reports that your company has ordered on you by contacting the Consumer Reporting Agency for a free copy.

**New York:** By submitting a written request, you can learn whether a company has run a background check on you. You are allowed to inspect and order a copy of the report by directly contacting the Consumer Reporting Agency. If you have been convicted of one or more criminal offenses, you can request the company to provide a written statement declaring the reasons for the refusal of hire. This statement must be provided to you within 30 days of your request.

**Washington State:** After submitting a written request and waiting a reasonable amount of time after receiving the disclosure, you have the right to receive a complete and accurate disclosure of the nature and scope of any "investigative" consumer reports requested by an agency. The Washington Fair Credit Reporting Act requires Consumer Reporting Agencies to provide you a summary of your rights and remedies upon request. Any information requested by a company that deals with credit worthiness, credit standing or capacity is justified in order for employers to evaluate whether you present a risk for theft or dishonest behavior for the job you are being considered for.



## Section IV: A Summary of Rights Under The FCRA

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	PLEASE CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8<sup>th</sup> Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>