



Employment Application

Texas Air Conditioning, Electric and Plumbing

8200 TX-7, Nacogdoches, TX 75964 | (936) 462-8030 | www.txace.com

Please complete this application using job-related information only. Do not list date of birth, Social Security number, marital status, medical history, or other protected information on this main application.

Applicant Information

Full legal name	Preferred name	Application date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone	Alternate phone	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current street address	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Best time to contact	Referred by	How did you hear about us?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position and Availability

Position applying for	Date available	Expected pay	<input type="checkbox"/> per hour	<input type="checkbox"/> salary
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Department / role area

HVAC
 Electrical
 Plumbing
 Generators
 Office/Admin
 Other

Employment type

Full-time
 Part-time
 Temporary/Seasonal
 On-call
 Intern/Apprentice

Days/hours available and scheduling limitations

Basic Eligibility and Job-Related Requirements

Are you at least 18 years of age? Yes No

Are you legally authorized to work in the United States? Yes No

If hired, can you provide documents required for Form I-9 employment eligibility verification? Yes No

Can you perform the essential job functions with or without reasonable accommodation? Yes No

For driving positions: do you currently hold a valid driver license? Yes No

For driving positions: are you able to meet company/insurance driving standards? Yes No

Are you currently employed? Yes No

If currently employed, may we contact your current employer? Yes No

Have you ever applied to or worked for this company before? Yes No

If yes to prior application/employment, list when, position, and location



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Trade Licenses, Registrations, Certifications, and Experience

HVAC/Refrig. years

Electrical years

Plumbing years

Generator years

Office/CSR/Sales years

Check all licenses, registrations, endorsements, or certifications you currently hold:

HVAC / Air Conditioning and Refrigeration

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Registered Tech | <input type="checkbox"/> Certified Tech | <input type="checkbox"/> ACR Contractor A | <input type="checkbox"/> ACR Contractor B | <input type="checkbox"/> Environmental Air |
| <input type="checkbox"/> Commercial Refrig. | <input type="checkbox"/> EPA 608 I | <input type="checkbox"/> EPA 608 II | <input type="checkbox"/> EPA 608 III | <input type="checkbox"/> EPA Universal |

Electrical

- | | | | | |
|---|--|-------------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Apprentice | <input type="checkbox"/> Residential Wireman | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Master | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Sign Electrician | <input type="checkbox"/> Lineman | <input type="checkbox"/> Contractor | <input type="checkbox"/> Other | |

Plumbing

- | | | | | |
|--------------------------------------|--|--|-----------------------------------|---|
| <input type="checkbox"/> Apprentice | <input type="checkbox"/> Tradesman-Limited | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Master | <input type="checkbox"/> Responsible Master |
| <input type="checkbox"/> Medical Gas | <input type="checkbox"/> WSPS | <input type="checkbox"/> Multipurpose Fire | <input type="checkbox"/> Backflow | <input type="checkbox"/> Other |

Generator / Safety / Other

- | | | | |
|----------------------------------|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Kohler | <input type="checkbox"/> Generac | <input type="checkbox"/> Cummins | <input type="checkbox"/> OSHA 10 |
| <input type="checkbox"/> OSHA 30 | <input type="checkbox"/> First Aid/CPR | <input type="checkbox"/> NATE | <input type="checkbox"/> Other |

License / certification details - attach copies if available

License / Certification	Number	State	Expiration	Current?	Notes / Name on License
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Job-Related Skills

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> HVAC service | <input type="checkbox"/> HVAC install | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Electrical service |
| <input type="checkbox"/> Panels | <input type="checkbox"/> Generators | <input type="checkbox"/> Plumbing service | <input type="checkbox"/> Drain cleaning |
| <input type="checkbox"/> Water heaters | <input type="checkbox"/> Gas piping | <input type="checkbox"/> Dispatch/CSR | <input type="checkbox"/> Sales |

Other skills, tools, software, equipment, safety training, or specialties



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Education and Training

Level	School / Program	City / State	Completed?	Degree / Field
High school/GED				
Trade/Vocational				
College/Other				

Professional training, apprenticeships, continuing education, or job-related coursework

Employment History

List your most recent employers first. Include relevant self-employment, military trade experience, internships, or apprenticeships if applicable.

Employment History - Employer 1

Company name	Phone	Supervisor
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address / City / State	Position / title	Dates employed
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Starting pay	Ending pay	Reason for leaving
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
		<input type="checkbox"/> May contact? Yes <input type="checkbox"/> No
Primary duties and accomplishments		
<div style="border: 1px solid black;"></div>		

Employment History - Employer 2

Company name	Phone	Supervisor
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address / City / State	Position / title	Dates employed
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Starting pay	Ending pay	Reason for leaving
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
		<input type="checkbox"/> May contact? Yes <input type="checkbox"/> No
Primary duties and accomplishments		
<div style="border: 1px solid black;"></div>		



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Employment History - Continued

Employment History - Employer 3

Company name		Phone	Supervisor
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address / City / State		Position / title	Dates employed
<input type="text"/>		<input type="text"/>	<input type="text"/>
Starting pay	Ending pay	Reason for leaving	<input type="checkbox"/> May contact? Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary duties and accomplishments			
<input type="text"/>			

Employment History - Employer 4

Company name		Phone	Supervisor
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address / City / State		Position / title	Dates employed
<input type="text"/>		<input type="text"/>	<input type="text"/>
Starting pay	Ending pay	Reason for leaving	<input type="checkbox"/> May contact? Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary duties and accomplishments			
<input type="text"/>			

Professional References

Name	Phone	Email	Relationship	Years Known
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional job-related information you want us to consider

List any attachments included (resume, license copies, certifications, etc.)



Applicant Certification

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Applicant Certification and Acknowledgment

I certify that the information I have provided in this application is true, complete, and accurate to the best of my knowledge. I understand that false, misleading, or incomplete information may result in refusal to hire or, if hired, disciplinary action up to and including termination.

I authorize Texas Air Conditioning, Electric and Plumbing to verify job-related information provided in this application, including employment history, education, licenses, certifications, and professional references. I understand that the company should not seek or use protected information that is not job-related.

I understand that employment, if offered, is at will unless otherwise provided in a written agreement signed by an authorized company representative. This application is not a contract of employment.

I understand that any offer of employment may be conditioned on job-related requirements, which may include reference checks, verification of licenses or credentials, a driving record review for positions involving vehicle operation, drug testing where applicable, and completion of Form I-9 after hire.

I understand that date of birth and Social Security number are not requested on the main employment application. If needed for a lawful background check, driving record review, identity verification, insurance qualification, or other employment-related purpose, that information will be collected separately and handled confidentially.

Texas Air Conditioning, Electric and Plumbing is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or other status protected by applicable law.

I have read and agree to the certification and acknowledgment above.

Printed name

Applicant signature (typed or electronic)

Date

Do Not Write Below This Line - Company Use Only

Application received by

Date received

Initial position considered

Dept.

Initial HR notes (job-related only)



Supplemental Driver / MVR Authorization

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For Positions Requiring Driving Only

Complete this supplemental page only when requested by the company for a position that requires driving or operation of a company/personal vehicle for business purposes. Date of birth is requested here only for identity verification and driving record review.

Full legal name

Date of birth

Phone

Current address

City / State / ZIP

Driver license number

State

Expiration date

Name as shown on license

I currently hold a valid driver license.

I do not currently hold a valid driver license.

I have had moving violations, accidents, or license suspensions/revocations in the last 3 years.

I have not had moving violations, accidents, or license suspensions/revocations in the last 3 years.

If yes, explain

I authorize Texas Air Conditioning, Electric and Plumbing, its agents, and its insurance or screening providers to obtain, review, and periodically re-check my motor vehicle record for employment, safety, and insurance qualification purposes, to the extent permitted by law. I understand that this authorization does not guarantee employment and that any employment decision will be based on job-related criteria.

I authorize the driving record review described above.

Applicant signature (typed or electronic)

Date

Company representative



Background Check Disclosure and Authorization

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Fair Credit Reporting Act Disclosure and Authorization

This page is intended to be used as a separate, stand-alone disclosure and authorization for any consumer report or investigative consumer report obtained for employment purposes.

Texas Air Conditioning, Electric and Plumbing may obtain a consumer report and/or investigative consumer report about you from a consumer reporting agency for employment purposes. The report may include information about your criminal history, driving record, education, employment history, professional licenses, references, and other background information permitted by law. The company may use this information to evaluate your application for employment or, if hired, your continued employment, assignment, promotion, or retention, as permitted by law.

By signing below, I authorize Texas Air Conditioning, Electric and Plumbing to obtain consumer reports and investigative consumer reports for employment purposes. I authorize the company and its screening provider to contact schools, employers, licensing agencies, references, courts, law enforcement agencies, and other sources as permitted by law to verify job-related information.

I understand that if information in a report may be used in whole or in part to make an adverse employment decision, I will receive the notices required by law, including a copy of the report and a summary of rights before final adverse action is taken. I may request information about the consumer reporting agency used.

Full legal name

Other names used, if any

Date of birth

Current address

City / State / ZIP

Email / Phone

Last 4 of SSN, if requested

Date

I authorize the background screening described above.

Applicant signature (typed or electronic)

Date

Company note: If using a third-party background screening company, confirm this disclosure/authorization meets current FCRA and state-law requirements before use and avoid adding unrelated acknowledgments or liability waivers to this page.



Internal Interview Evaluation

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Company Use Only - Job-Related Criteria

Use this page for interview notes and hiring documentation. Avoid protected characteristics and focus only on job-related qualifications, availability, licensing, experience, and business needs.

Candidate name

Position

Interviewer

Interview date

Department

Pay alignment

Licenses verified

Qualifications and relevant experience

Skills fit and training needs

Availability / schedule / start date notes

Reference / credential check notes

Hiring decision

Advance

Hold

Not selected

Offer pending

Hired

Offer position

Offer pay

Start date

Approved by

Final notes