

PREMIER CONSTRUCTION & MANAGEMENT, LLC

HVAC INSTALLER / SERVICE TECHNICIAN APPLICATION

Complete all sections. Incomplete applications may not be considered.

1. POSITION & PAY EXPECTATIONS

Applicant Name: _____	Date: _____
Phone: _____	Email: _____
Address / City / State / ZIP: _____	Position: ☐ HVAC Installer ☐ HVAC Service Tech ☐ Both
Employment: ☐ Full-Time ☐ Part-Time	Available Start Date: _____
Willing to Travel: ☐ Yes ☐ No Radius: _____ miles	Desired Hourly Rate: \$ _____ / hour
Minimum Rate You Would Accept: \$ _____ / hour	Expected Pay: ☐ Hourly ☐ Salary ☐ Hourly + Bonus/Commission ☐ Other: _____

Pay is based on experience, demonstrated skill, certifications, productivity, customer service, and overall fit. Stating an expected rate does not guarantee that rate.

2. HVAC EXPERIENCE

Total HVAC Experience: _____ years	Residential HVAC: _____ years
Commercial HVAC: _____ years	Installation: _____ years
Service / Diagnostics: _____ years	Lead / Foreman Experience: _____ years
Last HVAC Employer: _____	Employment Dates: _____

Equipment / systems personally worked on:

☐ Gas Furnaces	☐ Heat Pumps	☐ Central A/C
☐ Package Units	☐ Mini-Splits	☐ Dual Fuel
☐ Electric Heat	☐ Commercial RTUs	☐ Zoning
☐ IAQ	☐ Boilers	☐ VRF/VRV
☐ Refrigeration	☐ Other: _____	

3. INSTALLATION SKILLS

☐ Change-outs	☐ New construction	☐ Ductwork
☐ Sheet metal/transitions	☐ Line sets	☐ Brazing/nitrogen
☐ Pressure testing	☐ Evacuation/microns	☐ Charging
☐ Condensate/drains	☐ Gas piping	☐ Flue/venting
☐ Electrical	☐ Low voltage	☐ Thermostats/controls
☐ Static pressure/airflow	☐ Startup/commissioning	☐ Code/permit knowledge

Largest / most complex installation completed:

4. SERVICE & DIAGNOSTIC SKILLS

☐ No cooling	☐ No heat	☐ Low airflow
☐ Frozen coil	☐ Superheat	☐ Subcooling
☐ Electrical diagnosis	☐ Capacitors/contactors	☐ Motors/blowers
☐ Ignition systems	☐ Flame sensors	☐ Gas pressure
☐ Refrigerant leaks	☐ Compressor diagnosis	☐ Defrost systems
☐ Control boards	☐ ECM motors	☐ Variable speed
☐ Zoning/controls	☐ PM service	☐ Customer troubleshooting
☐ Service documentation		

Diagnostic tools: ☐ Multimeter ☐ Clamp meter ☐ Manometer ☐ Micron gauge ☐ Digital gauges ☐ Combustion analyzer ☐ Static pressure kit ☐ Leak detector ☐ Other: _____

5. LICENSES, CERTIFICATIONS & SAFETY

EPA 608: ☐ Universal ☐ I ☐ II ☐ III ☐ None

EPA Certification #: _____

NATE: ☐ Yes ☐ No Certification(s): _____

Gas/Mechanical License: ☐ Yes ☐ No State: _____

Electrical License: ☐ Yes ☐ No State: _____

OSHA/Safety Training: ☐ Yes ☐ No

Valid Driver's License: ☐ Yes ☐ No

CDL: ☐ Yes ☐ No Class: _____

License restrictions: _____

Background check if required: ☐ Yes ☐ No

Drug/alcohol screening if required: ☐ Yes ☐ No

Can work safely in attics/crawlspaces: ☐ Yes ☐ No

6. EMPLOYMENT HISTORY

Employer #1

Company: _____	Dates: _____
Position: _____	Supervisor/Phone: _____
Starting Pay: \$ _____ / hr Ending Pay: \$ _____ / hr	Reason for Leaving: _____

Primary duties / equipment / type of work:

Employer #2

Company: _____	Dates: _____
Position: _____	Supervisor/Phone: _____
Starting Pay: \$ _____ / hr Ending Pay: \$ _____ / hr	Reason for Leaving: _____

Primary duties / equipment / type of work:

Employer #3

Company: _____	Dates: _____
Position: _____	Supervisor/Phone: _____
Starting Pay: \$ _____ / hr Ending Pay: \$ _____ / hr	Reason for Leaving: _____

Primary duties / equipment / type of work:

7. HVAC KNOWLEDGE TEST

1. What is the purpose of pulling a vacuum, and what micron level do you normally target before releasing the charge?

2. A/C has poor cooling and low suction pressure. List at least four possible causes you would check before adding refrigerant.

3. Explain superheat vs. subcooling and when each is useful.

4. What should be done while brazing refrigerant lines to prevent internal oxidation/scale?

5. A furnace starts but shuts down after ignition. List possible causes and your diagnostic sequence.

6. What does a capacitor do, and how would you test it?

7. A system runs but some rooms have weak airflow. What would you check?

8. What safety checks are required before working on HVAC electrical equipment?

9. Name at least five existing conditions during a change-out that could require a change order.

10. What should be documented on a service call before leaving the customer's property?

8. PRACTICAL SKILL TEST / FIELD EVALUATION

Evaluator may have candidate demonstrate skills on actual equipment or a training setup.

Refrigeration — ☐ Pass ☐ Needs Improvement ☐ Fail Brazing, nitrogen, pressure test, evacuation, charging
Electrical — ☐ Pass ☐ Needs Improvement ☐ Fail Meter use, voltage checks, components, safe troubleshooting
Airflow — ☐ Pass ☐ Needs Improvement ☐ Fail Static pressure, filter/coil/duct diagnosis
Gas/Combustion — ☐ Pass ☐ Needs Improvement ☐ Fail Furnace sequence, gas pressure, safety
Installation — ☐ Pass ☐ Needs Improvement ☐ Fail Setup, transitions, drains, line set, wiring, startup
Diagnostics — ☐ Pass ☐ Needs Improvement ☐ Fail Logical troubleshooting vs. parts swapping
Code/Safety — ☐ Pass ☐ Needs Improvement ☐ Fail Recognizes safety/code issues
Customer Service — ☐ Pass ☐ Needs Improvement ☐ Fail Professional communication
Documentation — ☐ Pass ☐ Needs Improvement ☐ Fail Accurate notes, readings and photos

9. TECHNICIAN SCENARIOS

Scenario A — No Cooling

Customer says the system runs continuously but does not cool. Walk through your diagnostic process.

Scenario B — Furnace Failure

Furnace attempts ignition but shuts down. Explain the sequence you would check and readings you would take.

Scenario C — Change Order

During a change-out, the pad is too small and the attic opening will not fit the new equipment. Explain how you handle the customer, office, documentation and additional work.

10. WORK HABITS & CUSTOMER SERVICE

☐ Works independently	☐ Leads helper/apprentice
☐ Communicates with homeowners	☐ Recommends repairs appropriately
☐ Uses smartphone/tablet work orders	☐ Takes required photos/readings
☐ Keeps work area clean	☐ Follows pricing/scope/change-order procedures
☐ Can work overtime/emergency calls	☐ Comfortable in attics/crawlspace/rooftops

What separates an excellent HVAC technician from an average technician?

How do you handle a customer who disagrees with your diagnosis or recommendation?

11. REFERENCES

Professional Reference #1:	Phone: _____
Relationship: _____	Professional Reference #2:
Phone: _____	Relationship: _____

12. APPLICANT CERTIFICATION

I certify that the information provided is true and complete to the best of my knowledge. I understand that misrepresentation or omission of material information may result in disqualification or termination. Employment, if offered, is subject to company policies and applicable law. Nothing in this application creates a contract of employment.

Applicant Signature: _____	Date: _____
Interviewer: _____	Interview Date: _____

EMPLOYER USE ONLY — INTERVIEW / SCORING

Experience / Background: ____ / 10	Installation Skills: ____ / 15
Service / Diagnostics: ____ / 15	Electrical / Refrigeration: ____ / 10
Gas / Combustion: ____ / 10	Code / Safety: ____ / 10
Customer Service: ____ / 10	Work Ethic / Reliability: ____ / 10
Communication: ____ / 5	Overall Fit: ____ / 5
TOTAL: ____ / 100	Recommended Level: ☐ Apprentice ☐ Installer ☐ Service Tech ☐ Lead Tech ☐ Senior/Lead
Recommended Pay: \$ ____ / hr	Final Offer: \$ ____ / hr

Hiring Decision: ☐ Hire ☐ Second Interview ☐ Skills Test Required ☐ Hold ☐ Do Not Hire

Interviewer Comments:
