



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**
P.O. Box 40 Sells, Arizona 85634
Direct Line (520) 383-3304 Tucson Line (520) 547-8160
Fax (520) 383-2781 Email: tero@toua.net



Attention Tohono O'odham TERO Clients
Employment Opportunities

2- HVAC Sheet Metal Installer \$33.20

\$23.20 Rate+ 3% .70 + \$9.30 Fringe= \$33.20

See Attached Job Description

1- General Laborer \$19.34

General Labor will help with HVAC installation and ducting

PRE- EMPLOYMENT DRUG SCREENING REQUIRED

Schedule Mon.-Fri. Start Time: 6:00AM-2:30PM Start Date: ASAP
(All are Subject to change)

Duration: 3 Months (Subject to change)

Contractor: Record Energy Concepts

East of Traveling Eagle Convenience Store AZ 86 Mile Marker 74

CLOSING DATE: FRIDAY, JULY 24, 2026, at 4:00PM

INTERVIEW DATE: MONDAY, JULY 27, 2026, at 9:30AM



RECORD ENERGY CONCEPTS, INC.

This Company is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED

Name: _____ Street Address: _____
Last First M
Apt # _____
Or Box _____ City _____ State _____ Zip _____ SS No _____
Telephone (_____) _____ 18 or older? () Yes () No, If not, Birth Date: _____

- Were you known to any employer, school or reference by another name? () Yes () No
- If Yes, indicate other name: _____
- **Position for which you are applying:** _____
- What wage/salary do you expect? \$ _____ per _____
- If hired, when could you start work? _____
- Are you willing to travel? () Yes () No If Yes, what percentage?: _____
- Would you be willing to relocate? () Yes () No
- If Yes, preference: _____
- **Have you ever been employed by this company before?** () Yes () No
- If Yes, when and where? _____
- Who referred you to this company for employment? _____
- Names of friends or relatives working for Record Energy Concepts (list name(s) and relationship): _____

AVAILABILITY:

How many hours per week are you available for work? _____ LIST TIMES BELOW

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FROM							
TO							

- **Are there any hours, shifts or days you cannot or will not work?** () Yes () No
- **If Yes, when:** _____
- How far do you live from this location? _____
- **Do you have transportation to work?** () Yes () No
- Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? () Yes () No
- If Yes, provide details: _____

- Have you ever been discharged (or terminated) by a former employer? () Yes () No
If Yes, explain: _____

CERTAIN POSITIONS WITHIN RECORD ENERGY CONCEPTS REQUIRE USE OF A CAR OR OTHER MOTORIZED VEHICLE. IF USE OF SUCH A VEHICLE WERE REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING.....

- Do you have a valid Driver's License? () Yes () No If No, can you obtain one? () Yes () No
- Do you have access to a car or other motorized vehicle? () Yes () No
- Do you or can you get liability insurance on such a vehicle? () Yes () No

YOUR DRIVING RECORD WILL BE CHECKED IF YOU DRIVE A COMPANY VEHICLE.

EDUCATION:

High School _____ Address _____
City _____ State _____ Zip _____ Last grade completed _____
Grade Point Avg: _____ Did you graduate? () Yes () No Still Enrolled? () Yes () No

Trade or College _____ Address _____
City _____ State _____ Zip _____ Last grade completed _____
Course/Major _____ Degree(s) or Certification(s) _____
Grade Point Avg: _____ Did you graduate? () Yes () No Still Enrolled? () Yes () No

EMPLOYMENT HISTORY: (start with most recent employer)

Company _____ Address _____
City _____ State _____ Telephone _____ Job Title _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____
Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____
City _____ State _____ Telephone _____ Job Title _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____
Reason for leaving _____

Reference Check Performed By _____

Company _____ Address _____
City _____ State _____ Telephone _____ Job Title _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor _____
Reason for leaving _____

Reference Check Performed By _____

- *DURING THE LAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? () YES () NO
IF YES, DESCRIBE: _____

* A conviction will not necessarily bar you from employment.

MILITARY SERVICE:

Branch _____ Date [Entered _____ Discharged _____] RANK _____
If Yes, describe: _____ Do you have service-related skills applicable to civilian employment? () Yes () No

ADDITIONAL INFORMATION: (all applicants)

List additional training or experience _____

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with this company solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that Record Energy Concepts reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its employees. At this Company, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and this Company retains the same rights. I further understand and agree that the Owner/President of this Company is the only person who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Owner/President of this Company.

If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under this state's law.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that Record Energy Concepts and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Record Energy Concepts may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: This Company does not hire persons who use illegal drugs. All persons seeking employment or employed with this Company may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by Record Energy Concepts, and further consent to have the specimen tested at a laboratory selected by Record Energy Concepts. I hereby certify that I (check one) do _____ or do not _____ use illegal drugs.

Signature _____ Date _____

Job Title: HVAC Sheet Metal Installer

Location: Tucson, AZ

Job Type: Full-Time

Industry: HVAC / Construction / Mechanical Contracting

Reports To: Foreman / Field Superintendent / Supervisor

Job Summary:

We are seeking a skilled and reliable **HVAC Sheet Metal Installer** to join our team. The ideal candidate will be responsible for the installation, assembly, and maintenance of sheet metal ductwork and related components for heating, ventilation, and air conditioning systems in residential, commercial, or industrial settings. Attention to detail, safety, and quality workmanship are essential.

Key Responsibilities:

- Read and interpret blueprints, drawings, and specifications to determine layout and installation procedures.
 - Measure, cut, and assemble sheet metal ductwork using hand tools, power tools, and shop machinery.
 - Install duct systems, fittings, grills, dampers, and air handling units per project specifications.
 - Secure ductwork using proper hangers, supports, and fasteners to ensure code-compliant installations.
 - Inspect and test systems for proper functioning, airflow, and sealing.
 - Collaborate with other trades (electrical, plumbing, etc.) on job sites to ensure coordinated efforts.
 - Adhere to all safety standards, company policies, and OSHA regulations.
 - Maintain tools and equipment in good working condition.
 - Complete daily job logs and communicate effectively with supervisors and team members.
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Qualifications:

- High school diploma or GED required; trade school or apprenticeship preferred.
- Minimum [1–5] years of experience in HVAC sheet metal installation.
- Proficient in reading blueprints, shop drawings, and mechanical plans.
- Knowledge of HVAC codes, standards, and best practices.
- Ability to operate sheet metal fabrication tools, such as brakes, shears, snips, and drills.

- Physically fit and able to lift 50+ lbs, work at heights, and perform physically demanding tasks.
 - Valid driver's license and reliable transportation.
 - OSHA 10/30 certification is a plus.
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