



NIXON'S ELECTRIC, INC.

240 Oxmoor Circle Suite 109

Birmingham, AL 35209

205.949.8990 Office

205.949.8995 Fax

Application for Employment

Please Answer All Questions Completely and Accurately

Please Print

An Equal Opportunity Employer

Personal Information

Name _____ Social Security No. _____
(Last) (First) (MI)

Address _____ City _____ State _____ Zip _____

Phone No. _____ Are you at least 18 years of age Yes No

Leave Message Yes No

If your educational or employment records contain a different name, please indicate your former name and the school(s) or employer(s) involved. _____

Educational Information

School	Name & Address	Circle Last Year Completed	From	To	Did you graduate?	Degree received
Sr. High		10 11 12	_____	_____		
College		1 2 3 4	_____	_____		
Business/Vocational		1 2 3 4	_____	_____		
Other			_____	_____		

General Information

1. Why do you think that you would make a valuable employee? _____

2. Are you willing to work late or night hours? _____

3. If your job requires, are you willing to travel? _____

4. List position you are applying for. _____

5. Expected rate of pay \$ _____

6. Earliest date you can begin to work _____

7. Have you ever been convicted of a crime other than a minor traffic violation? _____

If so, when _____ Where? _____ Charge _____

8. Are you eligible to work in the United States? _____ If not, give alien registration number _____

9.. Do you have any electrical certifications or electrical license? _____ If yes please list. _____

10. Do you have experience in Commercial, Industrial, or Residential? _____ How many Years? _____

11. Are you currently taking any medications? _____ If yes please list: _____

Employment and Experience

<i>Current Employer</i>	<i>Type of Business</i>	<i>Address</i>	<i>Phone Number</i>
<i>Start Date</i> _____	<i>Salary</i>	<i>Job Title</i>	<i>Reason for Leaving</i>
<i>Leave Date</i> _____			
<i>Supervisor & Title</i>	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Major Duties</i>	<i>Part Time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Full time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Other</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Previous Employer</i>	<i>Type of Business</i>	<i>Address</i>	<i>Phone Number</i>
<i>Start Date</i> _____	<i>Salary</i>	<i>Job Title</i>	<i>Reason for Leaving</i>
<i>Leave Date</i> _____			
<i>Supervisor & Title</i>	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Major Duties</i>	<i>Part Time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Full time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Other</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Previous Employer</i>	<i>Type of Business</i>	<i>Address</i>	<i>Phone Number</i>
<i>Start Date</i> _____	<i>Salary</i>	<i>Job Title</i>	<i>Reason for Leaving</i>
<i>Leave Date</i> _____			
<i>Supervisor & Title</i>	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Major Duties</i>	<i>Part Time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Full time</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Other</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Please explain any gap(s) in employment _____

For Office Use Only

Interviewed By _____ **Date** _____

References Checked with 1. _____

2. _____

3. _____

Comments _____

Recommend Hire?

Position Hired For _____

Starting Rate of Pay \$ _____

Anticipated State Date _____

Applicants Certification

I authorize this company to secure any additional information desired in connection with this application from any person, firm, company or institution without liability to any such person, firm, company or institution or to this company.

I also agree, if employed by the Company, to abide by the Company policies, rules and regulations and I further agree that my failure to do so will be sufficient grounds for termination from Company' employment.

I understand and agree that if I am hired; my employment with this Company shall be probationary for a period of 90 days and that during this period I may be discharged with or without cause. I further understand that the probationary period is no way a guarantee of employment for 90 days; furthermore, I understand that if hired, the employment relationship is at will and may be terminated y either party at any time.

I certify that the information that I have provided in this application is true, correct and complete and I fully understand that if I fail to answer, falsely answer or enter misleading answers to any questions, or fail to provide information which might make any of my answers on the applications misleading, that this along may result in a refusal to hire or in my termination if I am hired, and I hereby agree that Nixon's Electric, Inc. shall not be liable in any respect if my employment is terminated or if I am not hired for this reason.

I understand that this application will be valid for a period of 60 days and that after the expiration of 60 days I will need to re-apply for employment if I still desire to work with this Company. I agree that the use of this application does not indicate that there are any positions open and does not in any way obligate this Company.

My Signature states that I have read and fully understand the above certification.

DATE _____ SIGNATURE _____

EMPLOYMENT DRUG SCREENING POLICY AND AGREEMENT

The undersigned job applicant acknowledges that he/she has been informed that Nixon's Electric, Inc. requires that applicant submit to a urinalysis laboratory screen for controlled substances and rugs to be conducted by a health facility, medical or testing clinic or laboratory or physician selected and paid for by the Company. The applicant agrees to submit to such examination and /or test and herby authorizes release and disclosure of the results to Nixon's Electric, Inc. The undersigned applicant further acknowledges that test results, which show the presence of a controlled substance or illegal drug, will result in denial or termination of employment. The applicant agrees to sign any documents that may be necessary in order to permit release of and disclosure to the company of any medical examination and /or medical test for controlled substances or drug abuse.

By signing this document, the applicant agrees that, if employed, he/she will abide by the terms of Nixon's Electric, Inc., policy on Drug Abuse and Controlled Substances.

DATE _____ SIGNATURE _____

RELEASE and DISCLOSURE AUTHORIZATION

In connection with my application for employment, continued employment (including contract for services) and/or volunteerism, I understand and acknowledge that as directed by company policy, a consumer report (including a credit report) or investigative consumer report may be compiled on me. This report may include information as to my character, personal characteristics, mode of living, general reputation, criminal history, credit and indebtedness, academic credentials, employment and/or volunteer history, work habits, job performance, experience and reasons for termination, education, qualifications and motor vehicle driving record. This report may contain information from various public and private sources including corporations, law enforcement agencies at the federal, state or county level, credit bureaus, courts record repositories, departments of motor vehicles, past or present employers, past or present organizations where volunteering occurred, educational institutions, governmental occupational licensing or registration entities, business or personal references and any other source required to verify information that I have voluntarily supplied. Medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

I understand that I have the right to request additional disclosures as to the nature and scope of the investigative consumer report. According to the Fair Credit Reporting Act, I am entitled to know if employment or volunteer opportunity is denied because of information obtained from a consumer-reporting agency. If employment or volunteer opportunity is denied, I will be notified and provided with the name and address of the consumer-reporting agency (also indicated below). I acknowledge that I have been provided with a copy of "A Summary of Your Rights under The Fair Credit Reporting Act".

By signing below, I hereby authorize, empower and release from all liability, without reservation, any party or agency contacted by Nixon's Electric, EDPM, Inc., and/or Premier Employment Screening Services to furnish the above mentioned information. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract) and/or volunteerism. I agree that a fax or photocopy of this authorization is to be considered and accepted with the same authority as the original.

PLEASE PRINT:

_____ Last Name	_____ First Name	_____ Middle Initial
_____ Other Name(s) Used (attach additional sheet(s) if necessary)	_____ Date(s) You Stopped Using Other Name(s)	
_____ Current Street Address	_____ City	_____ State
		_____ Zip Code
_____ Date of Birth <small>(The age discrimination act in the employment act of 1967 prohibits discrimination in employment based on age.)</small>	_____ Social Security Number	
_____ Current Driver License Number	_____ State of Issue	_____ Expiration Date
_____ Applicant's Signature	_____ Today's Date	

These reports will be processed by: Premier Employment Screening Services 113 S. College Avenue, Fort Collins, CO 80524 or (800) 350-7941. Questions as to the validity of this authorization may be directed to Premier Employment Screening Services.

- California Applicants: I am a resident of California and I wish to receive a copy of my consumer report. *If checked, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report. A summary of the consumer rights provisions of California Civil Code Section 1786.22 have been provided to me.*
- Minnesota or Oklahoma Applicants: I am a resident of Minnesota or Oklahoma and I wish to receive a copy of my consumer report.
- New York Applicants: I am a resident of New York. By checking this box, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report (as indicated above).

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A Summary of Your Rights Under the Fair Credit Reporting Act

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

- 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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,

- 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.ftc.gov/credit.

- 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 1-888-567-8688.

- 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.ftc.gov/credit.

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. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mall Stop 6-6 Washington, DC 20219 1-800-613-8743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1776 Duke Street Alexandria, VA 22314 703-819-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-278-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-368-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20260 202-720-7051

Dear Applicant:

Thank you for your interest in Nixon's Electric, Inc. as a potential employer. We are looking for candidates with a strong commitment to work hard and who would fulfill our mission statement, "Excellence is our First Name".

We review every application and resume we receive. Our review includes consideration of your qualifications for all open positions we have available. If we have another position for which your qualifications seem suited, other than the one for which you applied, we may call you to find out if you are interested.

If you have applied for a position that is not currently open, your application/resume will be kept active for 6 months. We contact only those most qualified and for positions that are currently open. If you are not selected for an interview, it does not necessarily mean that you are not qualified, but that there were other applicants whose qualifications more closely match those required by the position. You are welcome to re-apply at any time.

FREQUENTLY ASKED QUESTIONS:

Question: Will someone call me after the review of my application/resume?

Answer: Please do not expect a phone call. We will call those applicants whose experience and qualifications most closely match those required by our open positions.

There are many reasons why we may not contact an applicant. For your understanding, here are a few examples: We may have other applicants whose qualifications more closely match the needs of our open positions or, We might expect to transfer one of our current employees, or The application may not be complete and/or the work history may look unstable, or The applicant applied for a position that is not currently open.

Question: May I call or stop by your office to discuss the status of my application?

Answer: If we are going to invite you to interview for an opening, we will call you. We wish that we could speak with each applicant but unfortunately, we do not have staff available to check the status of applications and/or talk with every applicant.

Thanks,
Office Personnel