

NOTICE TO APPLICANTS

ALL ATTACHED FORMS MUST BE FILLED OUT COMPLETELY AND SIGNED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

DRUG TESTING

Hudgins Contracting Corp. is a DRUG-FREE Workplace. Pre-employment drug testing is required prior to an offer of employment.

BACKGROUND INVESTIGATIONS

A Background Investigation (including criminal history) will be run prior to an offer of employment in order to verify that you are eligible for badges at various government bases and/or Northrop Grumman Newport News.

If negative information in your criminal history prevents you from being eligible for any and/or all badges, depending on the position you are applying for, you will not be offered employment at this time.

The attached Acxiom Release Form must be completed and signed prior to an investigation. Without an investigation you will not be considered for employment.

NOTE: An applicant's date of birth is required in order to obtain accurate retrieval of records and will not be used when considering an applicant for hire.



105 E Street Suite 400 Hampton, VA 23661

<input type="checkbox"/>	Foreman	<input type="checkbox"/>	Superintendent	<input type="checkbox"/>	Project Manager
DO NOT MARK IN THIS SPACE – FOR HCC USE ONLY					

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Employees of Hudgins Contracting Corp. and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, non-disqualifying handicap, sex, age or Veteran status.

PERSONAL INFORMATION

Name	SSN
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Address	City	State	Zip Code
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Home Phone	Mobile Phone
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Emergency Contact	Phone #
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Are you 18 years of age or older? Yes No

NOTICE TO ALL APPLICANTS: All applicants will be required to submit to a pre-employment drug screening prior to beginning employment with our company. Failure to authorize such testing and/or failure to submit to a drug test when requested will result in an applicant not being hired. Applicants may be permitted to commence work prior to the results of their drug test being reported to the Company. During this period an applicant's employment with the Company will be considered conditioned upon successfully passing the drug test. Those who fail the drug test will be immediately terminated.

EMPLOYMENT DESIRED

Position _____ Date you can start work _____ Desired Salary _____

Have you ever worked with Hudgins Contracting Corp. before? Yes No If yes, when? _____
 Who was your supervisor? _____ Reason for leaving? _____

Are you employed now? Yes No May we contact your employer? Yes No

Who referred you to Hudgins Contracting Corp.? _____

EXPERIENCE

List your last three Employers, starting with the most recent one.

DATES	EMPLOYER NAME / PHONE #	FINAL SALARY	POSITION	REASON LEFT

REFERENCES

List the names of three persons, not related to you, whom you have known at least one year:

NAME	PHONE #	RELATIONSHIP TO YOU

MUST COMPLETE FRONT AND BACK OF APPLICATION

TRANSPORTATION

Are you able to provide your own transportation for your employment? Yes No

Jobsites are located throughout Tidewater (including Hampton, Newport News, Williamsburg, Suffolk, Smithfield, Gloucester, Virginia Beach, Norfolk, Chesapeake and Portsmouth)

Do you have a valid, current Driver's License? Yes No

You will NOT be permitted to drive onto any military installation without a current, valid driver's license.

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 - OR - High School GED

List any courses completed OTHER THAN high school (such as special trade schools or college degrees):

School Name / Location	Course(s) Taken	# of Yrs Completed	Degree Received

MISCELLANEOUS -NOTE: YOU MUST ANSWER BOTH QUESTIONS OR YOU WILL NOT BE CONSIDERED FOR HIRE

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

YOU MUST SHOW THE FOLLOWING FORMS OF ID BEFORE YOU WILL BE PERMITTED TO WORK:

1. ORIGINAL BIRTH CERTIFICATE (this is a requirement due to work on certain client jobsites)
2. CURRENT STATE-ISSUED PHOTO IDENTIFICATION CARD – or – DRIVERS LICENSE
3. RESIDENT ALIEN CARD – or – WORK VISA IF NOT A US CITIZEN

Have you been convicted of any felony or misdemeanor in the past TEN (10) years, excluding minor traffic offenses, which have not been expunged or dismissed by a court? Yes No (include any pending cases)

Offense Date	Offense (Include "F" Felony or "M" Misdemeanor in description)	Outcome

NOTICE TO ALL APPLICANTS: FAILURE to disclose criminal history will disqualify you from hire. Background investigations including a criminal history will be obtained prior to offer of employment with Hudgins.

CERTIFICATION

I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts called for is cause for dismissal. I hereby authorize and request any previous employer, healthcare facility, law enforcement agency, school, military records custodian, credit reporting service and State/Federal Agency to supply information regarding me to Hudgins Contracting Corp. and further, I release any and all liability to any provider of such information.

I understand that I will be required to pass a drug test before a final offer of employment is made. By signing my name below, I consent to this procedure.

I understand that any employment relationship with Hudgins Contracting Corp. is "at-will" which means that the employee may resign at any time and Hudgins Contracting Corp. may discharge the employee at any time, with or without cause, and without liability for doing so. I also understand that this at-will employment relationship may not be changed by any written documentation or by any behavior unless the change is specifically acknowledged in writing by Lester Hudgins.

SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE _____ Hired: _____ Yes _____ No

POSITION: _____ RATE OF PAY: _____ START DATE: _____



Pre - Employment Inquiry Release



In connection with, and duration of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports. This information will, in whole or in part, be obtained from Acxiom Information Security Services (AISS), 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. These reports will include information as to my general reputation, character, mode of living, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education and other experiences and workers compensation records.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information:

Applicant's Name: _____

Sample Entry:

1	2	3	A	B	C
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Date of Birth* (mm-dd-yyyy):

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 Social Security #:

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Alias/Maiden Name(s): _____

Current Address: _____

City: _____ State:

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 Zip Code:

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Driver's License #: _____ State:

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Prospective Employer: _____

Applicant's Signature: _____ Date: _____

* Date of Birth is being requested in order to obtain accurate retrieval of records.

California, Minnesota & Oklahoma Applicants Only:

- Please check here to have a copy of your consumer report sent directly to you. Minnesota and Oklahoma applicants will receive a copy direct from AISS. California applicants may receive a copy from either the prospective employer or AISS.



Notice to California Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.





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AFFIRMATIVE ACTION VOLUNTARY INFORMATION

THIS FORM IS VOLUNTARY. You are not required to provide this information. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

This form is to be completed by applicant. Not for interview purposes. To be filed separately from application.

NOTICE TO APPLICANTS:

As required, we comply with government regulations including Affirmative Action obligations where they apply. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated.

Please be advised that this survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Position(s) applied for: _____ Date: _____

Referral Source

- Advertisement, Newspaper, Current Employee, Public Agency, Employment Agency, School, Former Employee, Website, Other: _____

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Last 4 Digits of SSN: _____

Applicant's Sex: Male Female

Please check one of the following Equal Employment Opportunity identification groups:

- White / Caucasian, Hispanic, Black (Not of Hispanic Origin), Pacific Islander / Asian, American Indian / Alaskan Native

Please indicate if either (or both) of the following apply to you:

- Disabled, Veteran