



NORTH BALDWIN UTILITIES

EMPLOYMENT APPLICATION

Revised 09.08.2016

APPLICANT INFORMATION

Full Name: _____ Preferred: _____

First Middle Last

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: _____ E-mail Address: _____

Position Applied for: _____ Date Available: _____ Desired Salary: \$ _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a crime*? YES NO _____

We're you convicted or did you pled guilty*? YES NO _____

Are there currently any charges pending*? YES NO _____

*A "Yes" answer does not automatically preclude employment.

EDUCATION

High School: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

REFERENCES (please do NOT list immediate family members)

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____



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PREVIOUS EMPLOYMENT

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



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NOTICE of HIRING POLICIES & PROCEDURES

I. Equal Employment Opportunity (EEO) Employer:

NBU is an Equal Employment Opportunity Employer. It employs, retains, promotes, terminates and otherwise treats all employees and job applicants based on merit, qualifications and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, disability, citizenship or veteran status.

II. Pre-Employment Drug Testing:

No applicant will be hired unless he or she passes a drug test or is covered by an anti-drug program, which conforms to Department of Transportation Rule 49 CFR Part 382*. The applicant is herein notified that they will be required to submit to a drug test if they are considered otherwise qualified for employment and they will be subject to the terms and conditions of the Anti-Drug Plan of North Baldwin Utilities.

**Pre-Employment Drug Testing Exemption:*

NBU will not require a driver to undergo a pre-employment/pre-duty drug test if it verifies that:

1. The driver has participated in a drug testing program meeting the requirements of 49 CFR Part 382 within the previous 30 days; and
2. While participating in that program, the driver either was tested for controlled substances within the past six months, or participated in a random controlled substances testing program for the previous 12 months; and
3. The Company has no knowledge that the driver has violated a DOT controlled substance use rule while working for any other employer within the previous six months.

Before any driver will be exempted from a pre-employment/pre-duty controlled substance test, the Company will contact the controlled substances testing program(s) in which the driver participates or has participated and obtain the following information:

1. The name(s) and address(es) of the program(s).
2. Verification that the driver participates or has participated in the program(s).
3. Verification that the program(s) conforms to 49 CFR Part 40.
4. Verification that the driver is qualified under the rules of 49 CFR Part 382, and that he has not refused to be tested for controlled substances.
5. The date the driver was last tested for controlled substances.
6. The results of any tests taken within the previous six months and any other violations of the prohibitions in 49 CFR Part 382

In the event NBU uses, but does not employ, a driver more than once a year, once every six months it will assure itself that the driver is participating in controlled substances testing program(s) meeting the requirements of 49 CFR Part 382.

IV. Participation in E-Verify through USCIS:

North Baldwin Utilities is committed to meeting its obligations under United States immigration law. Therefore, NBU neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, NBU does not discriminate on the basis of citizenship status or national origin in recruitment, hiring or discharge. In an effort to meet this commitment and obligations under U.S. immigration law, NBU participates in E-Verify through the United States Citizenship and Immigration Services. (USCIS)



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NOTICE of HIRING POLICIES & PROCEDURES

III. Americans with Disabilities Act (ADA) Compliance:

NBU does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment or the provision of services. It is the intent of NBU to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of services, programs or activities, and to allow disabled employees a bias-free work environment. NBU, upon request, will provide reasonable accommodation in compliance with ADA.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

V. Background Check Disclosure:

North Baldwin Utilities may order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes, to the maximum extent permitted by applicable law.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address www.adpselect.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, criminal history, and credit standing. An "investigative consumer report" is a background report that includes information from personal interviews. Information may be obtained from private and public sources and for investigative consumer reports from personal interviews as noted above. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in the document titled A Summary of Your Rights Under the Fair Credit Reporting Act, as provided after you are offered a position and authorize the check.

VI. Question or Concerns:

If an applicant has questions or concerns about any of the above policies or procedure, please do not hesitate to contact our facility to get additional information or to voice your concerns.

North Baldwin Utilities
Attention: Human Resources
25 Hand Avenue; Bay Minette, AL 36507
lyokley@nbumail.com

Signature of Applicant

Date