

COMMUNICATIONS CONSTRUCTION GROUP, LLC

HIRING POLICY

We hire job applicants based solely on merit. We do not unlawfully discriminate on the basis of union or non-union affiliation, race, sex, marital status, color, creed, religion, age, national origin, disability or any other basis protected by law.

Every applicant must complete an employment application.

We generally accept job applications only when we have determined that there are jobs available which we intend to fill. When we make a determination that there are jobs which we intend to fill, we reserve the right to review active applications already on file prior to accepting applications. We reserve the right not to hire persons even though applications have been accepted should we determine our needs were not as we initially projected. Applicants are considered “active” for a period of sixty (60) calendar days from the date they were initially submitted to us. After the expiration of the active period, a new application must be completed.

Any applicant who falsifies or omits information on the application or provides false, incomplete or misleading material information during the application process will be disqualified from consideration for hire. If the individual has already been hired before the falsification or omission is discovered, their employment will be terminated.

We hire based upon personal contact with individuals. Hiring decisions are based on a variety of factors. These include but are not limited to relevant experience, skills and ability to perform the job in question, prior employment with the Company, employment references, willingness to accept the offered salary, the Company’s belief about how satisfied the applicant will be based upon salary offered, and the results of personal interviews.

Application for Employment

Communications Construction Group, LLC

This company is an equal opportunity employer. It does not discriminate on the basis of race, color, religious creed, national origin, ancestry, disability, age, sex, or veteran's status. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job related factors.

PLEASE PRINT, except the signature on back of the application. In reading and answering the following questions be aware that none of the questions are intended to imply illegal preferences or discrimination based upon any non-job-related information.

_____ () _____
Last Name First Middle Telephone Number

_____ _____ _____ _____
Present Street Address City State Zip Code

Job Applied For _____ Today's Date _____

Are you seeking Full-time Part-time Temporary employment? When could you start work? _____

Are you 18 years of age or older? (If hired you may be asked to show proof of age) Yes No

Social Security Number _____ If hired, can you provide proof you are eligible to work in the U.S.? Yes No

Do you have access to a vehicle that can be used to transport you to work, even if the work is in another state? Yes No

Have you ever applied with us before? Yes No Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, give details _____

* (A "Yes" answer does not automatically disqualify you from employment. The nature of the offense, and the job you seek, will also be considered)

Are you presently employed? Yes No If yes, may we contact your present employer? Yes No

Emergency contact name: _____ Phone number: () _____ Relation: _____

Education and Training - List Name and Address of Schools

High School or GED

College or University

Vocational or Technical

Describe any skills, experience, or additional training you have that is related to the job for which you are applying. _____

What machines, equipment, or tools can you operate that are related to the job for which you are applying? _____

List the names of present or past employers in order, with the most recent employer first. Account for all periods, including military service and any periods of unemployment. Be sure to include a supervisor.

1)Name of Employer		Job Titles & Duties
Address		Dates of Employment From To
City, State, Zip Code		Pay Start Final
Supervisor	Telephone #	Reason for Leaving
2)Name of Employer		Job Title & Duties
Address		Dates of Employment From To
City, State, Zip Code		Pay Start Final
Supervisor	Telephone #	Reason for Leaving
3)Name of Employer		Job Title & Duties
Address		Dates of Employment From To
City, State, Zip Code		Pay Start Final
Supervisor	Telephone #	Reason for Leaving

Can you travel if the job requires it? Yes No

Have you ever worked or attended school under any other name? Yes No If yes, list name _____

Give the name, address, and phone number, of three references that are not relatives or former employers

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, and I release any persons or organizations from legal liability for any statements made.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment screening process, which may also include a drug screening examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE COMPANY AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to the above statements.

Signature _____ Date _____

This application for employment will remain active for a limited time. Ask the company representative for details.

Drug Screen Authorization

CCG is dedicated to our goal of providing a safe, drug-free workplace for everyone. The company has a policy prohibiting the possession, distribution, use, consumption or being under the influence of alcohol, illegal and unauthorized drugs, and other harmful substances.

All applicants are required to pass a drug screening before achieving CCG employment. Existing employees will also be tested according to the guidelines established in the *Substance Abuse Prevention/Detection Program*.

The screenings test for the presence of marijuana, cocaine, opiates, amphetamines, PCP, and other controlled substances. All job offers made prior to the test are conditional, and will only be extended upon the receipt of a negative result.

Employees testing positive will be subject to severe disciplinary action up to and including termination of employment. Refusal to submit to a drug screening will also result in severe disciplinary action up to and including termination of employment, or the applicant not being considered for employment.

Applicants should list any prescription drugs taken within the past 30 days on this form, along with the dates they were taken.

The combination of the background search and drug screening results will be used as part of the criteria in making a hiring decision. All information will be kept *confidential* on a *need to know* basis.

I understand the above paragraphs, and my signature below authorizes CCG to conduct the required drug screen.

I further authorize CCG to conduct any future drug screening as necessary in accordance with the company policy.

Signature

Date

Print Name

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1993 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.

Applicant's Signature

Date

Print Name