

DISCLOSURE AND AUTHORIZATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Sota Construction may obtain information about you from a consumer-reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, worker's compensation claims, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by HR Screening Services, Inc., 680 William Pitt Way, Pittsburgh, PA 15238, 800-261-6268, or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing Sota Construction to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Sota Construction by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or University- Roswell (public or private), information service bureau, Sota Construction, or insurance company to furnish any and all background information requested by HR Screening Services, Inc., 680 William Pitt Way, Pittsburgh, PA 15238, 800-261-6268, another outside organization acting on behalf of Sota Construction and/or Sota Construction itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security* # _____ Date of Birth* _____

Driver's License # _____ State of Driver's License _____

Present Address _____ Phone Number _____

City/State/Zip _____

Signature: _____ Date: _____

Can we contact your present Employer? Yes _____ No _____

*This information will be used for background screening purposes only and will not be used as hiring criteria



Sota Construction Services

Employment Application Form

Office Use Only

Date Received _____

Reviewed By _____

PLEASE COMPLETE PAGES 1-5

DATE _____

NAME

Last

First

Middle

Present Address

Street address

APT #

City

State

Zip Code

How long at current address ? _____

Social Security No. _____

Telephone _____

Cell number _____

Are you under age 18 ___ Yes ___ NO

if "YES ", can you provide proof of your eligibility to work ___ Yes ___ No

Are you currently authorized to work in the United States ___ Yes ___ No.

Proof of eligibility will be required

Position applied for _____

How many hours can you work weekly ? _____

Wage desired _____

When are you available to start work ? _____

Type of School	Name of School	Location Complete mailing address	Number of Years	Major Degree
High School				
College				
Bus or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying ___ NO ___ YES

A conviction(s) record will not necessarily disqualify you from employment

If yes, explain number of convictions (s) ,nature of offense (s) leading to conviction(s) , how recently such offense (s) was/were comitted, sentence (s) imposed, and type(s) of rehabilitation.

**Sota Construction Services
Employment Application Form**

Work Experience Please list your work for the last 5 years beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary**

Name of Employer Address City, PA Zip Phone Number	Name of last Supervisor	Employment Dates	Pay or Salary
		From: To:	Start Final
Reason for leaving (be specific) _____			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while your worked at thi company.

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May we contct your present or last employer ? YES _____ NO _____

Did you complete the application yourself ? YES _____ NO _____ If not , who did ? _____

After reviewing the attached job description, please inditcate if you are able to perform the essential funtions of the job for which you have applied ____ Yes ____ No If you answered "No " Please indenify those job functions thath you can not perform. If a reasonal accomodation is required to enable you to perform the job properly and safely, please describe: _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence please write your initials in the spaces spaces provided below

In exchange for the consideration of my job application by **Sota Construction Services** (hereinafter called "the Company") I agree that:

Neither the acceptance of the application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, Personnel manuals, benefit plans, policy statement, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment_____. Or to confer any right to remain an employee of **Sota Construction Services**, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned_____ and that relationship cannot be altered except by written instrument signed by the Owners/Managing Member of the Company____ Both the undersigned and Company may end the employment relationship at any time without specified notice or reason____. If employed, I Understand that the Company may unilaterally change or revise their benefits, policies and procedures and such may include reduction in benefits_____

I authorize investigation of all statements contained in this application_____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others and hereby release the Company from any liability as a result of such contact_____.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristic, and mode of living_____. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report request by it as required by the Fair Credit Reporting Act._____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, And further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party_____

Signature of applicant: _____ Date _____

Sota Construction Services is an equal employment opportunity employer, We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship age, or disability. We assure you that your opportunity for employment with Sota Construction Services depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business

HIRING POLICY

- 1) We hire applicants solely based on upon merit. We do not discriminate on the basis of union affiliation, race, sex, color, age, national origin, disability or any other protected status.
- 2) No employee is required to pay dues to any labor organization to join our company.
- 3) Applications are accepted, even though no vacancies exist that we know of, because vacancies can occur unexpectedly. When openings occur, we reserve the right to review applications already on file, prior to hiring in order of filing. Applications remain on file for 45 days and then expire.
- 4) We do not accept group applications, mailed in applications or photocopied forms. We hire based on personal contact with individuals, so that we can make sound business judgments as to the most qualified applicants.
- 5) All applicants must appear in person and fill out the required application at the company's main office before they can be considered for employment.
- 6) Preference in hiring is given on the basis of: (a) our employees who were laid off (b) former employees who performed well (c) applicants who have the necessary skills or who meet the experience requirements for the job: and (d) applicants who are willing to accept the wages of the vacancy.
- 7) Employees are generally hired at a starter or beginner rate and must accept the rate of pay of the entry job.
- 8) Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he or she is subject to termination.
- 9) We base our hiring decisions on a variety of factors, including: skills, ability to perform the job, prior employment with us, employment references as to character and willingness to work, willingness to accept the offered salary, and personal interviews.
- 10) All applicants to be considered must fill out applications on the company provided application forms (which meets regulatory standards for non- discrimination). Resumes and applications other than on Company provided forms will not be considered or retained. Applications must be completely filled out and signed or it will not be considered.
- 11) The complete work history on any application must be completely filled out chronologically. Merely stating "references upon request " or working out of employment source will not be acceptable unless every employer is individually listed and the date during which an applicant was employed by them is listed. The reason for leaving must be stated and must be truthful. If more space is needed, attach an additional sheet. If the job history is not completely and specifically listed, the application will not be retained.
- 12) When qualifications are relatively equal, the date of receipt of the application will be considered.
- 13) The company reserves the right to give a job-related test and to ask for a skills inventory. After an applicant is hired, the applicant will be drug tested and given a physical exam, which is consistent with the Americans with Disabilities Act and government regulations, before beginning work. For safety considerations, Sota Construction has a zero tolerance policy on drugs, alcohol and controlled substance.
- 14) No one in the company, except the President and General Superintendent has the authority to make decisions and to make statements in respect to vacancies and hiring. This is to avoid any misunderstanding or mis-information.

I acknowledge I have read and understand the above Hiring Policy:

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