Reddy ELECTRIC CO.

W W W . R E D D Y E L E C T R I C . C O M

1145 BELLBROOK AVENUE XENIA, OHIO 45385 937.372.8205 937.848.6071

EMPLOYMENT APPLICATION

Thank you for your interest in applying for a position with Reddy Electric Company. Because of our commitment to offering the highest possible satisfaction to our customers, we are interested in hiring the best. We want to have a complete understanding of your qualification, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both Reddy Electric Company and our employees. Please answer the questions on the employment application honestly, completely and thoughtfully. In responding to questions on this application, continue on a separate sheet of paper if you require more space. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, qualified disability or any other status or condition protected by law.

PERSONAL INFORMATION

DATE OF APPLICATION: ______________________

NAME:

Last Name | First Name | Middle Name

ADDRESS:

Street | (Apartment number)

City | State | Zip Code

Cell / Home Phone Number | Alternate Number (cell,work,etc.)

E-mail Address | Alternate E-mail Address

Can we e-mail you with Reddy Electric Co. related information? ☐ YES ☐ NO

If you are under 18 years of age, do you have a work permit certificate of age? ☐ YES ☐ NO

If you have ever worked under a different name, please identify:

Do you have, or have you applied for the legal right to remain permanently and work in the United States?

☐ YES ☐ NO

Have you ever been discharged or asked to resign by an employer? ☐ YES ☐ NO **If yes, please explain:**

A record of criminal conviction will not necessarily be a bar to employment, since Reddy Electric Company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision.

Have you ever been discharged or asked to resign by an employer? ☐ YES ☐ NO

If yes, please explain:

JOB INTERESTS

POSITION DESIRED:

SALARY EXPECTATIONS: Hr.$ Wk. $ Mo.$

Are you available for full-time work? ☐ YES ☐ NO Are you available for part-time work? ☐ YES ☐ NO

Are you willing to work any shift? ☐ YES ☐ NO Are you willing to travel? ☐ YES ☐ NO

Which days of the week are you able to work (please check)? ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

CONTINUED

Will you work overtime? ☐ YES ☐ NO Date you can start work:

How did you learn of this job opening?

Have you ever worked for Reddy Electric Co? ☐ YES ☐ NO

When? Your supervisor's name: Why did you leave?

Have you received a referral from a current employee? **if yes, Who?**

Do you know anyone who works at Reddy Electric Company **if yes, Who?**

WORK HISTORY

ALL APPLICANTS MUST ACCOUNT FOR THE LAST 10 YEARS

Starting with your present or last job, include and account for all periods of time, unemployment and military service for the last 10 years. If you need additional space, please continue on a separate sheet of paper. Even if you mark "no" indicating that you prefer we not contact your current employer at this time, your current or most recent employer may be contacted AFTER a job offer has been made and accepted.

Begin with your current or most recent employer. Are you presently employed? ☐ YES ☐ NO

Are you on a layoff and subject to recall? ☐ YES ☐ NO **If yes, to where?**

1.) Present or Last Employer:

Address: City: State: Zip:

Type of Business: Phone:

Starting Position: Pay: $

Final Position: Pay: $

Dates Employed: From: Month/Year: To: Month/Year:

Name & Title of Supervisor:

Description of Work Responsibilities:

Reason for Leaving:

Will you receive a satisfactory reference from this employer? ☐ YES ☐ NO **If "no", please explain:**

May we contact your present employer at this time? ☐ YES ☐ NO **If "no", please explain:**

Begin with your current or most recent employer. Are you presently employed? ☐ YES ☐ NO

Are you on a layoff and subject to recall? ☐ YES ☐ NO **If yes, to where?**

2.) Present or Last Employer:

Address: City: State: Zip:

Type of Business: Phone:

Starting Position: Pay: $

Final Position: Pay: $

Dates Employed: From: Month/Year: To: Month/Year:

CONTINUED ▶

Name & Title of Supervisor:

Description of Work Responsibilities:

Reason for Leaving:

Will you receive a satisfactory reference from this employer? ☐ YES ☐ NO **If "no", please explain:**

Begin with your current or most recent employer.
Are you presently employed? ☐ YES ☐ NO
Are you on a layoff and subject to recall? ☐ YES ☐ NO
If yes, to where?

3.) Present or Last Employer:

Address: City: State: Zip:

Type of Business: Phone:

Starting Position: Pay: $

Final Position: Pay: $

Dates Employed: From: Month/Year: To: Month/Year:

Name & Title of Supervisor:

Description of Work Responsibilities:

Reason for Leaving:

Will you receive a satisfactory reference from this employer? ☐ YES ☐ NO **If "no", please explain:**

Begin with your current or most recent employer.
Are you presently employed? ☐ YES ☐ NO
Are you on a layoff and subject to recall? ☐ YES ☐ NO
If yes, to where?

EDUCATIONAL DATA

High School: Address:

City: State: Zip Code:

Did you graduate? ☐ YES ☐ NO "No", Highest grade achieved: Have you received your GED? ☐ YES ☐ NO

College: Address:

City: State: Zip Code:

Major: Dates Attended:

Degree Received: Grade Point Average:

Apprenticeship, Trade, Business or Correspondence School:

CONTINUED

Address: City: State: Zip Code:

Major: Dates Attended: Degree Received: Grade Point Average:

Degree Received:

OSHA 10: Date Issue: Card #: **First Aid:** Date Issue: Card #:

OSHA 30: Date Issue: Card #: **CPR/AED:** Date Issue: Card #:

F.A. License: Exp. Date: Card #: **Arc Flash:** Exp. Date: Card #:

MILITARY EXPERIENCE

Have you ever been in the United States Armed Services? YES NO **What Branch?**

Navy

Marines

Air Force

Army

Coast Guard

Other

Describe any skills you acquired in the Service, which would be useful to the job for which you are applying:

REFERENCES

List the names of any professional references who have known you for at least three years and from whom you can obtain letters of recommendation. Do NOT list relatives.

1.) Name: Occupation:

Work Phone: Home Phone: Cell / or Other

Relationship to Applicant:

2.) Name: Occupation:

Work Phone: Home Phone: Cell / or Other

Relationship to Applicant:

3.) Name: Occupation:

Work Phone: Home Phone: Cell / or Other

Relationship to Applicant:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

By signing below, I certify that I have read, understand and agree to each of the following statements

- All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known to Reddy Electric Company, would affect my application unfavorably.
- If Reddy Electric Company hires me and if is discovered at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.
- This employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with Reddy Electric Company after this period, I must fill out another application. However, if I am hired, I recognize that this employment application becomes a part of my official employment record and remains in effect during the duration of my employment.
- I agree to submit to drug and/or alcohol testing. I understand that I must pass the drug and/or alcohol tests according to Reddy Electric standards prior to employment. I release Reddy Electric, its employees, and any affiliated persons or compa nies from any and all liability arising out of or related in any way to such testing.
- I understand as part of the pre-employment process i must view a number of educational information and complete exams relating to variuos potential employment tasks and/or safety issues. I understand that my passing the exams will be cosidered in the hiring process. In consideration of my employment with Reddy Electric Company I also agree to abide by all the company's rules and regulations.
- If I am offered employment, I agree to submit to a medical exam, if requested, to assess my suitability for the position and the physical work environment for which I am being considered. Thereafter, I release and authorize Reddy Electric Company or its designee to receive and review all medical information including but not limited to, files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with Reddy Electric Company's business necessity. I acknowledge that this is a general release and that, if hired, it remains in effect for the duration of my employment.
- I understand that nothing in this employment application creates a contract of employment between Reddy Electric Company and me. If I am hired by Reddy Electric Company, my employment and compensation will be "at will," which means that my employment can be terminated, either by Reddy Electric Company or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that changes this at-will status. Only the President of Reddy Electric Company has the authority to enter into any employment agreement for any specified period of time with me, and only in writing.
- In the event of any personal indebtedness I have to Reddy Electric Company, I authorize the company to withhold from my wages such amounts as permitted by law to satisfy my obligation to Reddy Electric Company.
- I give Reddy Electric Company my permission to conduct any investigation regarding the information contained in my employment application (and accompanying resume, if any), that Reddy Electric Company thinks is necessary to determine my qualifications for assuming a job with the company. I give Reddy Electric Company my permission to contact former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to Reddy Electric Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability, which might result from furnishing any information about me.
- I agree that any claim or lawsuit relating to my employment with Reddy Electric Company or any of its employees, affiliated companies or subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of such claim or lawsuit. I waive any statute of limitations to the contrary.

I HAVE READ AND UNDERSTAND THIS APPLICATION.

Signature ______________________ **Print Name** ______________________

Date ______________________

ELECTRIC CO.
since 1966
www.reddyelectric.com

Background Check Authorization Form

I voluntarily and knowingly authorize Reddy Electric Company (the "Employer") or its authorized agents, for employment purposes only, to obtain or prepare consumer reports or investigative consumer reports as part of the process of my applying for employment. I understand that if Employer hires me, my consent will apply, and Employer may prepare and obtain reports throughout my employment.

I understand that such consumer reports or investigative consumer reports may include information about my prior employment or military record, education, credit worthiness and history, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that this information may be obtained through a variety of sources, including but not limited to public records, educational institutions, financial institutions, credit bureaus, and personal interviews with my current and former employers, friends, neighbors and associates.

I understand that falsification of information on my application may disqualify me from employment or result in my immediate dismissal, if hired. I hereby authorize and request any current or former employer, educational institution, law enforcement department or agency, court, credit bureau, financial institution, licensing agency, governmental agency including the U.S. Armed Forces, or other individuals and sources to furnish any and all information on me that is requested by Employer and/or other consumer reporting agencies hired by Employer.

I acknowledge that I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

A photocopy of this authorization shall have the same force and effect as the original. I agree to assist and cooperate with Employer's investigation of my background, including providing all the necessary documents requested by Employer.

SIGNATURE: ________________________________

PRINTED NAME: ______________________________

SOCIAL SECURITY NUMBER: ___________________

DATE: ______________________________________

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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, landlord, or other business. The FCRA specifies those with a valid need for access.

- **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.consumerfinance.gov/learnmore.

- **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 form the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

  CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

  A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357