

**A deliberate force in a stormy industry:**



## **EMPLOYMENT APPLICATION**

Job candidates must read the following statements and sign the acknowledgment below before completing the rest of this application:

CONQUEST CONTRACTING UPHOLDS FEDERAL LAW PERTAINING TO **EQUAL OPPORTUNITY EMPLOYMENT**. THIS COMPANY, THEREFORE, CONSIDERS ALL JOB CANDIDATES FOR EMPLOYMENT BASED ON THEIR QUALIFICATIONS AND ABILITY; WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.

CONQUEST CONTRACTING UPHOLDS FLORIDA LAW PERTAINING TO **EMPLOYMENT-AT-WILL**. UPON HIRE, A RECIPROCAL EMPLOYMENT ARRANGEMENT ACTUALIZES, WHICH EITHER PARTY MAY TERMINATE AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTIFICATION.

CONQUEST CONTRACTING UPHOLDS FLORIDA LAW BY PROVIDING A WORK ENVIRONMENT THAT IS FREE OF HARASSMENT OF ALL TYPES, AND THUS MAINTAINS A **ZERO TOLERANCE POLICY THAT PROHIBITS DISCRIMINATION AND HARASSMENT** IN ANY FORM, INCLUDING SEXUAL HARASSMENT. THIS POLICY IS ENFORCED ACROSS-THE-BOARD, MEANING THAT ALL SALARIED AND HOURLY EMPLOYEES, AS WELL AS MANAGEMENT, MUST COMPLY. VIOLATORS MAY FACE ADVERSE EMPLOYMENT ACTION UP TO AND INCLUDING TERMINATION.

CONQUEST CONTRACTING UPHOLDS FLORIDA AND FEDERAL LAW BY MAINTAINING A **DRUG-FREE WORKPLACE**. DUE TO THE DAILY SAFETY-SENSITIVE AND SECURITY-SENSITIVE NATURE OF THE BUSINESS OUR TEAM MEMBERS ENGAGE IN, THE COMPANY PERFORMS ONGOING SUBSTANCE TESTING. A JOB CANDIDATE WHO RECEIVES AN OFFER OF EMPLOYMENT WILL BE REQUIRED TO UNDERGO SUBSTANCE TESTING FOR ILLEGAL DRUGS, ABUSED PRESCRIPTION DRUGS AND ALCOHOL. UNFAVORABLE TEST RESULTS WITHOUT GOOD AND DOCUMENTABLE CAUSE WILL RESULT IN TERMINATION OF THE PRE-EMPLOYMENT SELECTION PROCESS. FAVORABLE TEST RESULTS ALONE WILL NOT GUARANTEE EMPLOYMENT WITH OUR COMPANY. IF HIRED, A SUSTAINED COMMITMENT TO REPORT TO WORK FREE OF DRUGS OR ALCOHOL IN YOUR SYSTEM WILL BE NECESSARY. A READINESS TO SUBMIT TO SUBSTANCE TESTING WHEN REQUESTED, AND THE CAPABILITY TO PRODUCE FAVORABLE TEST RESULTS UNDER A MEDICAL REVIEW OFFICER'S EVALUATION WILL BE A CONDITION OF CONTINUED EMPLOYMENT. IN ORDER TO PRESERVE OUR **DRUG-FREE WORKFORCE CULTURE**, THE COMPANY WILL EXPECT YOU TO BECOME FULLY ENGAGED IN OUR DRUG-FREE WORKFORCE TRAINING PROGRAM AND TO CHAMPION OUR SUBSTANCE ABUSE POLICY. VIOLATORS MAY FACE ADVERSE EMPLOYMENT ACTION UP TO AND INCLUDING TERMINATION.

CONQUEST CONTRACTING UPHOLDS FLORIDA AND FEDERAL LAW CONCERNING OUR TEAM MEMBERS' SAFETY AND HEALTH, WHICH IS A CORE VALUE TO OUR COMPANY. IN ORDER TO PRESERVE OUR **OCCUPATIONAL SAFETY & HEALTH CULTURE**, CONQUEST REQUIRES ALL UNDER ITS EMPLOY TO BE FULLY INVOLVED IN ONGOING **OSHA** TRAINING, AND TO STRICTLY ABIDE BY THE COMPANY'S OCCUPATIONAL SAFETY AND HEALTH HAZARDS PROGRAM. VIOLATORS MAY FACE ADVERSE EMPLOYMENT ACTION UP TO AND INCLUDING TERMINATION.

CONQUEST CONTRACTING FREQUENTLY PERFORMS ITS DUTIES WITHIN SENSITIVE CLIENT LOCATIONS, AND REGULARLY PERMITS EMPLOYEES TO MAKE USE OF COMPANY PROPERTY IN THE PERFORMANCE OF THEIR DUTIES. THE COMPANY THUS CONSIDERS **EMPLOYEE TRUSTWORTHINESS FUNDAMENTAL**. THEREFORE, CONQUEST CONTRACTING CONDUCTS THOROUGH PRE-EMPLOYMENT CRIMINAL AND BACKGROUND CHECKS BY LICENSED INVESTIGATORS AS A BUSINESS NECESSITY AND TO THE EXTENT PERMITTED BY LAW. UNFAVORABLE FINDINGS FROM CRIMINAL AND BACKGROUND INVESTIGATIONS MAY RESULT IN TERMINATION OF A JOB CANDIDATE'S PRE-EMPLOYMENT SELECTION PROCESS. THE COMPANY ALSO RESERVES THE RIGHT TO CONDUCT INVESTIGATIONS ON ITS EMPLOYEES. SUCH INVESTIGATIONS MAY BECOME NECESSARY IN THE EVENT OF EMPLOYMENT-RELATED MISCONDUCT BY AN EMPLOYEE, OR IN ORDER TO BE IN COMPLIANCE WITH FEDERAL, STATE OR LOCAL RULES, SUCH AS WHEN WORKING ON GOVERNMENT CONTRACTED JOBS.

CONQUEST CONTRACTING RESERVES THE RIGHT TO ADMINISTER POLYGRAPH TESTS ON ITS EMPLOYEES TO THE EXTENT PERMITTED BY LAW. POLYGRAPH TESTING MAY BECOME NECESSARY AS PART OF AN INVESTIGATION INTO PROPERTY THEFT, EMBEZZLEMENT OR OTHER SUCH EXTRAORDINARY CIRCUMSTANCES WHEN THERE IS REASONABLE SUSPICION TO BELIEVE THAT AN EMPLOYEE WAS INVOLVED IN THE LOSS OR INJURY TO THE COMPANY AND HE OR SHE HAD ACCESS TO THE PROPERTY THAT IS THE SUBJECT OF THE INVESTIGATION.

By signing below, I am certifying that I read the above statements, sought clarification where needed, and as a result, I fully understand its contents:

APPLICANT'S SIGNATURE \_\_\_\_\_

APPLICANT'S PRINTED LEGAL NAME \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

**JOB CANDIDATES MUST NEATLY PRINT AND COMPLETE THIS ENTIRE FORM IN DETAIL.**

**PLEASE BE SPECIFIC.**

**DO NOT LEAVE A SECTION BLANK. IF SOMETHING IS NOT APPLICABLE, INDICATE IT WITH N/A.**

**GENERAL BACKGROUND INFORMATION:**

Record your information within the boxes below.

FULL LEGAL NAME (LAST, FIRST; MIDDLE – also include any generational extension, such as Jr., III, etc.)		NICKNAME	DATE APPLICATION COMPLETED
STREET ADDRESS	CITY	STATE & ZIP CODE	YEARS AT THIS ADDRESS
HOME TELEPHONE # PAGER #	CELL PHONE #	SOCIAL SECURITY #	DRIVERS LICENSE #; STATE ISSUED
DO YOU HAVE THE LEGAL RIGHT TO WORK PERMANENTLY IN THE U.S.? YES _____ NO _____	IF NO, PLEASE EXPLAIN		
HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES _____ NO _____	IF YES, PLEASE EXPLAIN		
POSITION DESIRED	ARE YOU WILLING AND ABLE TO TRAVEL? YES _____ NO _____		
ARE YOU WILLING AND ABLE TO WORK A FLEXIBLE SCHEDULE? YES _____ NO _____	ARE YOU WILLING AND ABLE TO WORK OVERTIME? YES _____ NO _____		
DO YOU OWN YOUR OWN TOOLS? YES _____ NO _____ LIST TOOLS: _____ _____ _____			

**EDUCATION & TRAINING:**

Record your information within the boxes below. Be specific.

TYPE OF SCHOOL OR TRAINING	NAME & LOCATION OF SCHOOL OR TRAINING ACTIVITY	DATES ATTENDED FROM TO	COURSE OF STUDY	SPECIFY LAST YEAR	NUMBER OF CREDITS COMPLETED	DID YOU GRADUATE? YES / NO IF SO, LIST YEAR	TYPE OF DEGREE OR CERTIFICATE
				COMPLETE 1 2 3 4			
HIGH SCHOOL							
VOCATIONAL SCHOOL							
APPRENTICESHIP							
COLLEGE							
OTHER							