



EMPLOYMENT APPLICATION

Please complete in its entirety.

Dear Applicant:

Thank you for inquiring about employment with ConSol. ConSol is the residential production builder's energy advocate. We are looking for exceptional people to be part of our team, helping to make ConSol the employer of choice. We strive to be a drug free workplace and have zero tolerance for violence, discrimination and harassment of any kind.

Our application for employment is quite thorough. To aid you in the application process, please be sure to follow these steps:

1. Please review the Employment Verification Requirements, page 2 of this packet. The documents required by the Immigration Reform and Control Act are due within three (3) days of the first day of employment. There are no exceptions to this requirement.
2. Fill out the application **ENTIRELY**.
 - o Be sure to give the exact date you can start.
 - o We must have the addresses and phone numbers of all present and past employers.
 - o Don't forget to sign the application! We will not accept any application that is not signed.
 - o Please type or print legibly and in ink.
 - o If you submit your application via the internet, please make sure to sign it if you are called in for an interview.
3. ConSol has a responsibility to recruit individuals who are well qualified and have a strong potential to be productive in their respective positions as staff members. Therefore, ConSol conducts background screening on applicants who are offered positions with the Company. Additionally, for safety sensitive positions, we also conduct drug and alcohol testing on applicants who are offered positions.

Please complete and sign the attached appropriate forms in order to process the information should you be offered a position with ConSol. Any offer is contingent upon a successful background and if applicable, drug test result.

If you neglect to follow any of the above steps, your application may be greatly delayed, perhaps causing you to lose out on an opportunity to interview.

Thank you for your interest in working for ConSol!



Last revised Apr 2007

EMPLOYMENT IDENTIFICATION REQUIREMENTS

The Immigration Reform and Control Act, 1986 - Public Law 99-603 require all employers to verify proof of identity and employment eligibility through proper identification.

Any persons hired after November 6, 1986, is required to meet the documentation requirements. Please ensure that you bring with you the appropriate identification with you to ConSol Human Resource Department upon employment.

If hired, you will be required to submit the original of one document from List A or one Document from List B **AND** one document from List C, upon your first day of employment. Please see below for acceptable forms of identification.

List A - Documents that establish identity and employment eligibility:

- United States Passport
- Certificate of United States Citizenship (INS form N-560 or N-561)
- Certificate of Naturalization (INS form N-550 or N-570)
- Unexpired foreign passport which:
...contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until _____", "Employment Authorized"; or has attached thereto a Form I-94 bearing the same name as the passport and contains an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitation identified on form I-94.
- Alien Registration Receipt Card
- Resident Alien Card (INS I-551) provided that it contains a photograph of the bearer.
- Temporary Resident Card (INS I-688)
- Employment Authorization Card (INS I-688A)

List B - Documents that establish identity for individuals 16 years of age or older:

- State Issued Drivers License or State Issued Identification Card containing a photograph.
- School Identification Card with a photograph
- Voter's Registration Card
- United States Military Card or draft record
- Identification Card issued by a federal, state or local government agency
- Military dependent's identification card
- Native American tribal documents
- United States Coast Guard Merchant Mariner Card
- Driver's License issued by a Canadian government authority

For Individuals under 16 years of age who are unable to produce one of the documents listed above:

- School record or report card
- Clinic doctor or hospital record
- Daycare or nursery school record

List C - Documents that establish identity for individuals 16 years of age or older:

- Social Security Card, other than ones printed with "not valid for employment purposes" and must be issued from the Social Security Administration, original only.
- An original or certified copy of a birth certificate issued by a state, county or municipal authority bearing an official seal
- Unexpired INS employment authorization
- Unexpired re-entry permit (INS form I-327)
- Unexpired Refugee Travel Document (INS F=form I-571)
- Certification of birth issued by the Department of State (form FS-545)
- Certification of Birth Abroad issued by the Department of State (form DS-1350)
- United States Citizen Identification Card (INS I-197)
- Native American tribal document
- Identification Card for use of Resident Citizen in the United States (Form I-179)

EMPLOYMENT APPLICATION

Please complete in its entirety.



Please Print - All areas are required, please complete thoroughly.

Today's Date _____ Last Name _____ First Name _____ M Initial _____

Present Address Number & Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Alternate Phone _____

Required: Previous Address Number & Street _____ City _____ State _____ Zip _____

Required: Previous Address Number & Street _____ City _____ State _____ Zip _____

Employment Desired

Position Applying For _____ Full Time _____ Part Time _____ Internship _____

If Hired, Date You Can Start _____ \$ _____ per _____ How Did You Hear About This Position? _____
Salary Desired

What days are you available for work? Mon _____ Tue _____ Wed _____ Thur _____ Fri _____ Sat _____ Sun _____

Are you available for work on weekends, if necessary? Yes _____ No _____

Would you be available to work overtime, if necessary? Yes _____ No _____

Personal Information

Have you ever worked for to ConSol before? Yes _____ No _____

If yes, _____ When _____ Why Did You Leave _____

Do you have any friends or relatives working for ConSol? Yes _____ No _____

If yes, state name(s) and relationship:

Name _____ Relationship _____

Name _____ Relationship _____

Why are you applying for work at ConSol?

Personal Information *(continued)*

If hired, would you have reliable means of transportation to and from work? Yes No

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Are you at least 18 years old?
(If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants and/ or employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Education, Training, Experience

Name of High School Years Completed Degree

City State Graduated Yes No

Name of College University Years Completed Degree

City State Graduated Yes No

Name of College University Years Completed Degree

City State Graduated Yes No

Name of Vocational/Business Years Completed Degree

City State Graduated Yes No

Name of Company:				Dates of Employment	
Type of Business:				From:	
Address:		City:	State	Zipcode:	
To:					
List Job Duties:				Rate of Pay	
				Start:	
				End:	
Reason for Leaving:				May we contact?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				If Yes, contact:	

Military History

_____ Service _____ Branch _____ Year

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe:

References

Please give names of three persons whom you have known for at least one (1) year and who have personal knowledge of your work history and skills. DO not include any relative unless the relative was your employer, manager and is so identified.

			Professional	Personal
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Name and Phone Number	Business	Yrs. Known		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Name and Phone Number	Business	Yrs. Known		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Name and Phone Number	Business	Yrs. Known		

Please Read Carefully, and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize ConSol to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that employment with ConSol is of an at-will nature. I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and my employment may be terminated at any time, with or without cause and with or without notice at any time by the employee or the Company.

Signature

Date

Check here if Internet Submitted. This application must be signed immediately if called in for an interview.