

NOTICE TO APPLICANTS



Application Instructions

1. The purpose of the application form is to provide you with the opportunity to demonstrate your skills, experience, abilities and other personal attributes that meet the qualification requirements for the job position that is available. It will be to your best interest to take your time and list the qualifications you believe you have, **in addition to what has been listed on your resume.**
2. Any individual who needs accommodations or assistance in making application for employment at any time during the application process should inform the Office Manager, so that such accommodations can be made.
3. **All of the inquiries on the application** must be completed and the information you provide must be accurate and truthful. If an inquiry is left blank, your application will be rejected. If you feel the question or information sought is not applicable, put N/A for a response. Any false or inaccurate information will result in the rejection of the application or will result in termination of employment if the false or inaccurate information is discovered after the date of hire.

Vaughn Mechanical, Inc. is a smoke-free work environment. Smoking is not permitted on Agency owned and operated premises, or vehicles except in designated areas.

It is the goal of Vaughn Mechanical, Inc. to balance our respect for individuals with the need to provide a safe work environment and healthy, productive, drug-free work force. Vaughn Mechanical, Inc. has a strong commitment to programs that promote safety in the workplace, employee health and well being and Member confidence. The Agency believes that prohibiting the use or influence of alcohol, illegal drugs and

Vaughn Mechanical, Inc.
Notice to Applicants
Page 2

controlled substances in the workplace will improve the safety, health and productivity of our employees. **Therefore, Vaughn Mechanical, Inc. has adopted a policy of pre-employment drug testing, reasonable suspicion drug and/or alcohol testing and post accident drug and/or alcohol testing.**

Pre-Employment Drug Testing – All job offers, including offers for full-time, part-time and temporary employment, will be contingent on satisfactorily passing a drug test. Individuals with positive drug testing results will not be hired and may not apply or be considered for employment for (6) months after a positive test result.

In accordance with Section 274A of the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will be required to provide Vaughn Mechanical, Inc. with proof of eligibility to work in the United States (form I-9).

I understand that I will only be considered for the job for which I am applying. I understand that my application will only be considered active for six months from the date signed below. I hereby acknowledge that I understand these instructions and will abide by them.

Applicant's Signature

Date