

Suffolk Energies, Inc.

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Thank you for choosing Suffolk Energies, Inc. to help you meet your employment and career goals. We appreciate the time you are taking to complete our standard application process.

Suffolk Energies, Inc. is committed to providing a safe and comfortable environment for clients and their families, as well as offering all employees the security of knowing their coworkers are as trustworthy, safety oriented, and drug-free as they are.

In order to meet these safety & security goals, in addition to requiring that all potential new employees **are tested for illegal drugs**, **Suffolk Energies**, **Inc. also conducts a thorough background screening**. If you are considered for employment, please note that some or all of the following employment screenings will be performed:

Suffolk Energies, Inc. will conduct a CRIMINAL RECORDS CHECK.

Suffolk Energies, Inc. will contact PREVIOUS EMPLOYERS & EDUCATION OFFICIALS.

Suffolk Energies, Inc. will verify your PROFESSIONAL LICENSE & CREDENTIALS (if appropriate).

Suffolk Energies, Inc. will check your DRIVING RECORD (if your job involves driving a company or private vehicle).

Suffolk Energies, Inc. may request additional levels of background screening when appropriate.

If there are any issues in your past that need to be resolved before Suffolk Energies, Inc. initiates this background screening, please discuss them with us or let us know that you are not ready for us to complete this essential process. We will hold all applications for 30 days.

By signing this I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Applicant Signature:	Date:

INVESTIGATION AUTHORIZATION & BACKGROUND SCREENING ORDER FORM

Under the applicable provisions of the federal Fair Credit Reporting Act (FCRA), notice is hereby given that a consumer report or investigative consumer report may be requested and completed, which may include information pertaining to your employment history, educational accomplishments, criminal record, driving record, credit history (only when permitted by law and where it is related to the duties and responsibilities of the position sought), character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and as referenced in FMCSRs Parts 382.413 and 391.23. An investigation into your workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA) and other federal, state, and local laws, and can be requested only after a conditional job offer has been made. This entire report will be used for employment purposes only, and will be processed by LABORCHEX Companies, an employment background screening service, located at 2506 Lakeland Drive #200, Jackson, MS 39232, 800-880-0366 (www.laborchex.com). LABORCHEX conducts business according to all applicable federal and state laws. LABORCHEX agrees to use its best and most precise efforts to furnish its clients (a "client" is defined as a business, company, or organization which contracts with LABORCHEX to provide employment background screening services to them) with accurate, current, complete, and reliable information based on such information as it is reasonably available and obtained via applicable public records sources and/or information services utilized by LABORCHEX. Sources also include contact by phone, FAX, U.S. Mail, and electronic mail of an applicant's background.

PRIVACY NOTE: LABORCHEX does not distribute details of employment applications or results to anyone other than the client that requested the background investigation. Information provided by applicants is held by LABORCHEX in strict confidence according to all federal laws.

You are further advised that LABORCHEX does not counsel its clients regarding their hiring policies and procedures. LABORCHEX will not have any knowledge as to why you have been offered a position or the reasons why you were denied employment. Under the provisions of the FCRA, you have the right to dispute information provided in a report and, after providing proper identification, you can request a copy of such report(s) from LABORCHEX, including details about the sources of information. Such information will be provided to you at no cost. The company, business, or organization at which you applied for a job must also provide a copy of the report to you, if you request it from them.

I, the undersigned, have read and fully understand the above notice. I hereby authorize LABORCHEX to investigate my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, personal characteristics, and information pertaining to a commercial driver's license and commercial driving work history, including inquiries into drug and alcohol testing and use, as well as workers' compensation information (as according to federal guidelines stated above). I authorize LABORCHEX to verify the facts stated by me on the attached/forwarded application and/or resume. I understand that this release will be valid for my entire period of employment.

Note: I understand that if I am a resident of CA, MA, ME, MN, NJ, NY, OK, and WA I can obtain a copy of the completed consumer report from LABORCHEX by checking this box { }, which will also include a document called "A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)." Please be sure to provide your full mailing address below. Print Name: Last Middle Initial Maiden Name Address: Date of Birth: Social Security #: (DOB and SSN used only for identification purposes to ensure accuracy of reports) Driver's License Number #: Signature: BELOW IS FOR COMPANY USE ONLY Company Name: Applicant Name: Soc. Sec. #: CHECK SCREENINGS REQUIRED FOR THIS APPLICANT Previous Employment Verification D.O.T. (Special Screening for Commercial Drivers) Education Verification Driving Record Check Professional/Personal References Workers' Compensation* Professional License & Credential Check Official Education Transcripts Employment Credit Report* CRIMINAL RECORD CHECKS (list jurisdictions below) CrimeChexPLUS Multi-State Criminal Index Check List Criminal Record Jurisdictions To Be Checked: National Address Search & Social Security # Validation Nationwide Federal Violations Criminal Record Check NOTE: If you are not using the website to place orders, please include the completed job application (along with a copy of this signed release) in your FAX or **Email to LABORCHEX.**

*When permitted by state law and/or local law.

Signature of Official Authorizing Investigation:

APPLICATION FOR EMPLOYMENT

(Equal Opportunity Employer)

PLEASE RETURN COMPLETED APPLICATIONS TO: Griffin Oil & Propane

1224 Holland Road Suffolk, Virginia 23434

(757) 539-4761 (Phone) - (757) 539-2372 (Fax)

info@suffolkenergies.com

<u>GENERAL</u>			Date _		
N AME:					
Address:					
Номе: (CELL: ()		
EMAIL:		SOCIAL SECURIT	Y#:		
DATE AVAILABLE FOR EMPLOYMENT:					
If employed and under 18, can you furnish a wor	k permit?			□ Yes	□ No
Have you ever been employed by this company?				□ Yes	□ No
Are you a U.S. citizen? □ Yes □ No If no	o, are you author	ized to work in	the U.S.?	□ Yes	□ No
Type of work desired:					
If applying for a driving position, do you have a v	alid driver's licen	ise?		□ Yes	□ No
License #	State		Туре		
Endorsements			Expiration		
Can you perform the essential functions of the jo	ob(s) for which yo	ou are applying	?	□ Yes	□ No
What are you available to work?	□ Part-Time	□ Full-Time	□ Over-Time	□ Nigh	nt-Time
Have you been convicted of a felony?				□ Yes	□ No
(Please note that a "Yes" answer will not bar you from considera	tion for employment.)				
If yes, please explain:					

Suffolk Energies, Inc. is an equal employment opportunity employer. All applicants will be considered without regard to age, race, national origin, religion, disability, sex, or other protected status accordance with applicable federal and state equal employment opportunity laws. Suffolk Energies, Inc. will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.

EDUCATION							
High School:			Address:				
From:	To:		Did you graduate?		□ Yes □ No		
Type of Degree	::						
College:			Address:				
From:	To:		Did you graduate?		□ Yes □ No		
Type of Degree	::						
Other:			Address:				
	To:				□ Yes □ No		
			, -				
	UALIFICATIONS AND C						
	ecial skills and qualied to the job you ar		teer activities, milita	ary experience, employm	nent, or other		
REFERENCES							
List three (3) no	on relatives who ar	re familiar with	your qualifications, v	work history, and ability.			
Name		Occupation	/Relationship	Years Known	Telephone		
MILITARY SERVICE	<u> </u>						
Branch:		Rank	k at Discharge:				

If other than honorable, explain:

Type of Discharge: _____

From: ______To: _____

EMPLOYMENT EXPERIENCE

Employer	Supervisor		
Address	Position		
Phone	From	To	
Salary: Starting/Ending	Duties		
What did you like most about your job?			
Reason for leaving			
May we contact your supervisor for a reference?		□ Yes	□ No
Employer	Supervisor		
Address	Position		
Phone	From	To	
Salary: Starting/Ending	Duties		
What did you like most about your job?			
Reason for leaving			
May we contact your supervisor for a reference?		□ Yes	□ No
Employer	Supervisor		
Address	Position		
Phone	From	To	
Salary: Starting/Ending	Duties		
What did you like most about your job?			
Reason for leaving			
May we contact your supervisor for a reference?		□ Yes	□ No