



105 E Street, Suite 400, Hampton, VA 23661

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# **NOTICE TO APPLICANTS**

**ALL ATTACHED FORMS MUST BE COMPLETED AND SIGNED  
TO BE CONSIDERED FOR EMPLOYMENT**

## **EQUAL OPPORTUNITY EMPLOYER**

Hudgins Contracting Corp. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or other protected class. Qualified females, minorities, veterans, and those with disabilities are strongly encouraged to apply.

## **EMPLOYMENT REQUIREMENTS**

As part of the employment application process, a background check (including criminal history) and drug screening will be required to determine your eligibility to work on government bases and at Newport News Shipbuilding. During the background investigation, credit information may be revealed. Hudgins Contracting Corp. does not specifically request credit history or information on applicants, and any information inadvertently gained regarding your credit history will not affect a decision to make an offer of employment to you.

If results from either the background check or drug screening prevent you from being eligible to work on certain job sites, Hudgins reserves the right to deny or rescind any offer of employment.

## **PERIOD OF CONSIDERATION**

Once submitted, your application will be eligible for consideration for a period of 60 days.

You may renew your application in our system at that time within one (1) year of your original application by calling, emailing or visiting our office. New forms are not required to renew an existing application.



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## **EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION**

It is the policy of **Hudgins Contracting Corp.** to afford equal opportunity for employment and advancement opportunities to all individuals based upon merit, qualifications and the needs of the company. Hudgins does not unlawfully discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, genetic information, sexual orientation, gender identity, age, disability, veteran status, or any other characteristic protected by law (protected status). To ensure that this expectation is carried out, we will:

1. Recruit, hire, train, and promote persons in all job classifications, without regard to any protected status.
2. Base all employment decisions to further the principles of equal employment opportunity. Additionally, we will not discriminate or retaliate in any manner against any person for reporting alleged discriminatory actions, participating in an inquiry, or filing a charge under any applicable Federal, State or Local laws governing nondiscrimination in employment.
3. Ensure that promotion decisions are made in accordance with equal employment opportunity principles by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions, including but not limited to; compensation, benefits, transfers, layoffs, recall, training, and other terms and conditions of employment will be administered without regard to any protected status.
5. Hudgins will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information unless the disclosure is (a) in response to a formal complaint or discharge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.
6. We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

The successful implementation of a nondiscriminatory employment policy and our Affirmative Action Program requires maximum cooperation between management and employees. Thus, in fulfilling its part in this cooperative effort, management is obligated to lead the way by establishing and implementing affirmative procedures and practices, which will ensure equal employment opportunity for all employees.

Any employee who believes that he or she has been discriminated against should normally report the incident immediately to his/her supervisor or if the supervisor is causing the problem or the supervisor's response is not satisfactory, then the employee should report to **Pam Kelly**, our EEO/AAP Coordinator.



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## NOTICE TO APPLICANTS: INVITATION TO APPLY TO INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Updated May 2017

Our company is subject to Executive Order 11246, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, which require that we take affirmative action to employ and to advance in employment individuals with disabilities, special disabled veterans, veterans of the Vietnam Era, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces Service Medal veterans.

If you are a veteran in one of the protected veteran categories listed above, please tell us now and/or at any time in the future. If you are a special disabled veteran, disabled veteran, or an individual with a disability covered by this Affirmative Action Program, please tell us after a job offer has been made to you. This information will assist us in placing you in an appropriate position and in making reasonable accommodations for your disability. Submission of this information is voluntary and refusal to provide it will not subject you to any unfavorable consideration or adverse treatment. The information you submit will be kept confidential, except that (1) supervisors and/or managers may be informed regarding necessary accommodations; (2) first aid and safety personnel may be informed when and to the extent appropriate if the conditions might require emergency treatment and (3) Government officials engaged in enforcing laws administered by the OFCCP or the EEOC may be informed.

If you are a protected veteran or an individual with a disability, we would like to include you under our Affirmative Action Program. If you have a disability, it would also assist us if you would tell us about (a) any special methods, skills, and procedures you use for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind and (b) the reasonable accommodations we might be able to make which would enable you to perform the essential functions of your job properly and safely, including special equipment, changes in the physical layout of the job, or other reasonable accommodations.

For further information concerning this program, please see one of our hiring officials or our EEO/AAP Coordinator. Additionally, our Affirmative Action Program is available for review during normal business hours from our EEO/AAP Coordinator by calling 757.873.0199.

### Individuals with Disabilities:

Do you wish to self-identify as an individual with a disability?  Yes  No

If you are hired and have marked "yes", you will be given the opportunity to fully disclose more information during your employee orientation. Please remember, you may self-identify now, or at any time in the future, without any negative effect on your employment.

### Protected Veterans:

Do you wish to self-identify as a protected veteran?  Yes  No

If you are hired and have marked "yes", you will be given the opportunity to fully disclose more information during your employee orientation. Please remember, you may self-identify now, or at any time in the future, without any negative effect on your employment.



<input type="checkbox"/>	Foreman	<input type="checkbox"/>	Superintendent	<input type="checkbox"/>	Project Manager
DO NOT MARK IN THIS SPACE – FOR HCC USE ONLY					

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**Non-Driver Application**

**AN EQUAL OPPORTUNITY EMPLOYER**

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**PERSONAL INFORMATION**

Name			
Address	City	State	Zip Code
Home Phone	Mobile Phone		
Email			

Are you 18 years of age or older?  Yes  No

**EMPLOYMENT DESIRED**

Position Applying For \_\_\_\_\_ Date you can start work \_\_\_\_\_

Have you ever worked with Hudgins Contracting Corp. before?  Yes  No If yes, when? \_\_\_\_\_

Who was your supervisor? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Are you employed now?  Yes  No May we contact your employer?  Yes  No

How did you hear about us? \_\_\_\_\_

**EXPERIENCE** List your last three Employers, starting with the most recent one.

I have not been previously employed.

DATES	EMPLOYER	POSITION	SUPERVISOR	PHONE	REASON LEFT

Please list any special qualifications or certifications (Examples may include: First Aid Certifications, Operator Certifications, Safety Trainings, Special Licenses, etc.)

# Hudgins Contracting Corp. - Application for Employment

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**REFERENCES** List the names of three persons, not related to you, whom you have known at least one year:

NAME	PHONE OR EMAIL	RELATIONSHIP TO YOU

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## EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 - OR - High School GED

List any courses or degrees completed beyond high school, for example from trade schools or colleges:

School Name / Location	Course(s) Taken	# of Yrs Completed	Degree Received

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## TRANSPORTATION

Our job sites are located throughout Hampton Roads including Hampton, Newport News, Williamsburg, Gloucester, Suffolk, Smithfield, Virginia Beach, Norfolk, Chesapeake and Portsmouth.

Do you have reliable transportation?  Yes  No Do you have a valid Driver's License?  Yes  No

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## EMPLOYMENT ELIGIBILITY

YOU MUST ANSWER ALL QUESTIONS OR YOU WILL NOT BE CONSIDERED FOR HIRE

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No

**NOTICE:** Prior to starting work, you will be required to show the following three (3) forms of ID for badging purposes.

1. ORIGINAL BIRTH CERTIFICATE
2. CURRENT STATE-ISSUED PHOTO IDENTIFICATION CARD – or – DRIVERS LICENSE
3. RESIDENT ALIEN CARD – or – WORK VISA IF NOT A US CITIZEN

Have you ever been convicted of a felony (including any pending cases)?  Yes  No

Have you been convicted of any misdemeanor within the past five (5) years – not including minor traffic offenses? (Please include any pending cases.)  Yes  No

**NOTICE TO ALL APPLICANTS:** Failure to accurately disclose criminal history will end consideration for hire or, if hired, will be cause for termination for misconduct. Background investigations including a criminal history will be obtained prior to offer of employment.

# Hudgins Contracting Corp. - Application for Employment

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## ACKNOWLEDGMENT

I acknowledge that I have read Hudgins Contracting Corp's policies as an Equal Opportunity and Affirmative Action Employer.

I acknowledge that I have read the document INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS.

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## AUTHORIZATION AND CONSENT

I hereby authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts called for is cause for ending consideration for hire or, if hired, be a cause for termination for misconduct. I hereby authorize and request any previous employer, healthcare facility, law enforcement agency, school, military records custodian, credit reporting service and State/Federal Agency to supply information regarding me to Hudgins Contracting Corp. and further, I release any and all liability to any provider of such information.

I understand that I will be required to pass a drug test before a final offer of employment is made. By signing my name below, I consent to this procedure.

I understand that any employment relationship with Hudgins Contracting Corp. is "at-will" which means that the employee may resign at any time and Hudgins Contracting Corp. may discharge the employee at any time, with or without cause, and without liability for doing so. I also understand that this at-will employment relationship may not be changed by any written documentation or by any behavior unless the change is specifically acknowledged in writing by Hudgins Contracting Corp.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### DO NOT WRITE BELOW THIS LINE

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INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_ Hired: \_\_\_\_\_ Yes \_\_\_\_\_ No

POSITION: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_ START DATE: \_\_\_\_\_