

Former Employers: List your last four employers below, starting with the most recent job first.

Month/Year From/To	Name/Address/Phone Number	Ending Salary	Position and Duties	Reason for Leaving
From/To				
From/To				
From/To				
From/To				

References: Give the names of three people not related to you, whom you have known at least one year.

Name	Address/Phone Number	Business	Years Acquainted

What position are you applying for? _____

What machinery/equipment can you operate? _____

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE FORMER EMPLOYERS, SCHOOLS, AND REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING ANY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ANY LIABILITY FOR DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Interviewed by _____ Date _____

Remarks: _____

DISCLOSURE AND AUTHORIZATION



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[Client Name] ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. These reports will include checks regarding your criminal history, social security trace, employment and education references, credit history, professional licenses and credentials and drug & alcohol use. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by **SHIELD SCREENING, 11719 South Memorial, Bixby, OK 74008, P: 918.970.2800, F: 800.737.5184**, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine Applicants or Employees Only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the **DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **SHIELD SCREENING, 11719 South Memorial, Bixby, OK 74008, P: 918.970.2800, F: 800.737.5184**, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York Applicants or Employees Only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the company.

California applicants or employees only: By signing below, you also acknowledge receipt of the **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California Law.

- I am authorizing SHIELD SCREENING, Inc to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling SHIELD SCREENING at P: 800.260.3738, F: 800.737.5184.

Last Name, First Name, Middle	Date of Birth MM/DD/YEAR
Address, City, State, Zip Code	Email address
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / ISSUING STATE
SIGNATURE	DATE

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

[Client Name] (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **SHIELD SCREENING, 11719 South Memorial, Bixby, OK 74008**. The source of any credit report will be **SHIELD SCREENING, 11719 South Memorial, Bixby, OK 74008**. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

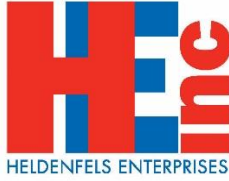
Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your student practicum and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.



HELDENFELS ENTERPRISES, INC. APPLICANT APTITUDE EXAM (Labor and Skilled Trades)

Print Name: _____

Date: ____/____/____

SECTION 1: BASIC MATH

- 1. Please answer the following questions (This section is worth 6 total points. Feel free to use the back of the test pages to solve the problems below):**

$12 \times 3 =$ _____

$77 - 32 =$ _____

$1050 \div 50 =$ _____

$91 \times 0 =$ _____

$26 \times 3 =$ _____

$8 \times 8 =$ _____

SECTION 2: READING & COMPREHENSION Please read the following passage and answer the questions in the spaces provided (this section is worth 8 total points):

“The construction industry, put simply, is an industry of which the purpose is to erect structures, from simple house structures to major multi-story civil and commercial structures. A construction project begins with an idea and ends with the completion of the final structure. From beginning to end there are several stages and each stage has its own series of steps. In order for each stage of the project to be completed successfully effective communication is vital. Communication can only be considered successful when the receiver of the information understands exactly what the sender of the information intended. Feedback from the receiver of the information to the sender of the information can determine if the communication was successful. Workplace communication is how we convey or share information in the workplace. People use a wide variety of ways to communicate with each other. Sometimes these are used alone or combined together to make a message or information clearer. Methods of

communication include verbal, written, electronic and non-verbal. When communicating you must be accurate, clear, concise, comprehensive and logical.”

3. What is the main purpose of the construction industry?

4. What is the most important tool that is used in the building and construction industry to ensure a project is completed successfully?

5. List three types of structures built in the construction industry:

6. List three different examples used to exchange information:

SECTION 3: BASIC KNOWLEDGE (this section is worth 6 total points):

7. A tape measure is a common tool used in the construction and manufacturing industry. Knowing how to read a tape measure is very important in order to ensure accuracy and quality. Please answer the following questions regarding measurement:

Using the diagram below, please identify the following measurements on the diagram below, by writing in the measurement where it would fall on the tape measure:

1/16

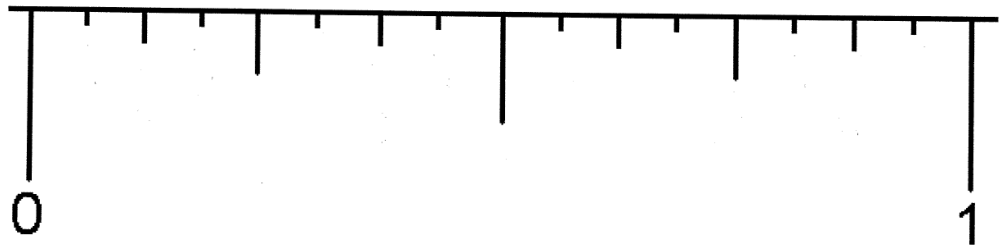
3/8

11/16

1/4

7/8

3/4



Please answer the following questions (This section is worth 10 total points):

- 8. Two men play five games of checkers. Each man wins the same number of games and there are no ties. Explain this.**
- a. They are not playing each other
 - b. These are previous game results
 - c. They may be fooling
 - d. Can't say
- 9. If you have only one match, and you walked into a room where there was one oil burner, a kerosene lamp and a wood burning stove, which one would you light first?**
- a. The oil burner
 - b. The lamp
 - c. The stove
 - d. None of the above
- 10. A farmer has 13 cows. A bolt of lightning kills all but five of them. How many cows survived?**
- a. Zero
 - b. Five
 - c. Eight
- 11. How many months are in a decade?**
- a. 120
 - b. 100
 - c. 12
- 12. In a one story house, there was a yellow sofa, a yellow chair, a yellow cat and yellow curtains- everything was yellow! What color were the stairs?**
-
-
- 13. A plane crashes in the border of Canada and the USA. Where are the survivors buried?**
- a. Canada
 - b. USA
 - c. Neither
- 14. If you were to put a coin into an empty bottle and then insert a cork into the bottle neck, how could you remove the coin without taking the cork out or breaking the bottle?**
- a. Use a cork remover to pull the cork out
 - b. Push the cork in to the bottle and shake the coin out
 - c. Twist the cork off

15. Start with 100. Add 10. Add 100. Add 20. Add 100. Add 30. Add 100. Add 40. What is the final number?

- a. 300
- b. 410
- c. 500

16. Do they have 4th of July in Great Britain?

- a. True
- b. False

17. Some months have 31 days. Some have 30. How many have 28?

- a. 1
- b. 3
- c. 12

FOR OFFICE USE ONLY:

Test scored by (print name): _____

Score correct _____ out of 30 total points

Scores must be 21 correct, or greater, to be considered “passing”. Those who do not achieve a passing score will not be considered for the next hiring stage.

Passed? Yes _____ No _____