

*AFFIRMATIVE ACTION POLICY STATEMENT*

TO: *All Applicants for Employment*  
SUBJECT: *Summary of Company Affirmative Action Plan*  
OBJECTIVE: *To obtain qualified employees consistent with position requirements; to seek, employ, promote and treat all employees and applicants for employment without discrimination as to race, color, religion, sex, age, marital status, national origin, sexual orientation, disability (U.S.C. 503) or veteran status (VENRAA).*

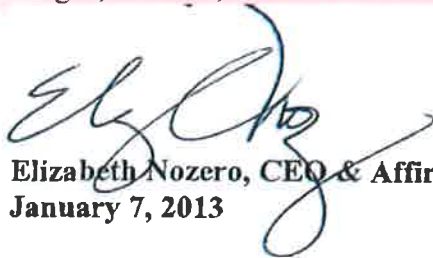
It is the policy of PowerChoice Construction to give equal opportunity to all qualified persons without regard to race, color, religion, sex, marital status, age, national origin, sexual orientation, disability or veteran status.

All Company employment practices provide that employees be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other respects, without regard to race, color, religion, age, sex, marital status, national origin, sexual orientation, disability or veteran status.

It shall be considered the responsibility of every supervisory employee to further the implementation of this policy and ensure conformance by their subordinates. Employees and applicants of PowerChoice will not be subject to harassment, intimidation, threats or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to enforce their legal rights related to any Federal, State or local law regarding Equal Employment Opportunities.

PowerChoice Construction is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure these policies throughout all levels of the Company, I will serve as the Company Affirmative Action Officer (AAO). One of my duties will be to establish and maintain an internal reporting system to allow for effective measurement of the success of our Affirmative Action Plan

In furtherance of the PowerChoice Construction Affirmative Action Plan, the Company has developed a written Affirmative Action Plan which sets forth the policies, practices and procedures which PowerChoice will apply in order to ensure that its Plan is followed and its goals are accomplished. This Affirmative Action Plan is available for inspection by any employee or applicant for employment upon request, during normal business hours, at our office located at 3351 S. Highland Avenue, Suite 202 Las Vegas, Nevada, 89109. Contact me at (702)877-4300 for assistance.



**Elizabeth Nozero, CEO & Affirmative Action Officer**  
**January 7, 2013**



# POWER CHOICE

## CONSTRUCTION EMPLOYMENT APPLICATION

PowerChoice Construction is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, *race, color, sex*, religion, nationality, marital status, *ancestry*, citizenship, veteran *status*, sexual orientation or preference or physical/mental disability

<b>PERSONAL</b>					
Last Name	First Name	Initial	Social Security Number		
Other Name(s) Used:			Phone Number		
Address	City	ST	Zip	Salary Desired	
Have you ever interviewed with the Company or its affiliates before?			Yes	No	
Have you ever been employed with the Company or its affiliates?			Yes	No	
Email Address:			Position Applied For:		
<b>EDUCATION</b>					
Circle Highest Grade Completed	High School:	9	10	11	12
	College/Trade:	1	2	3	4
	Graduate Studies:				
School	City&State	Major Studies	Degree, Diploma, Ucnese or Certificate		
High School					
College/University					
Vocational/Trade					
Business/Other					
Other Special Knowledge, Skill or Qualification					
Are you fluent in any other language other than English?			If yes please list:		
Do you possess a security clearance?			If yes please list:		

## EMPLOYMENT HISTORY

List all employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From I I	Employer Name	Supervisor Name	Starting Salary
Employed Until I I	Employer Address	Supervisor Phone //	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From I I	Employer Name	Supervisor Name	Starting Salary
Employed Until I I	Employer Address	Supervisor Phone#	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From I I	Employer Name	Supervisor Name	Starting Salary
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Duties & Responsibilities			

Employed From I I	Employer Name	Supervisor Name	Starting Salary
Employed Until I I	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

**GENERAL**

Yes No

D D May we contact your current employer for references'?

D D If hired, will you be able to work overtime'?

D D Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation'?

D D Have you ever been convicted of a crime'? Please include all felonies, misdemeanors, pleas of no contest, suspended sentences and deferred adjudications. Arrests or convictions that have been expunged need not be disclosed. An affirmative answer to this question will not automatically result in the rejection of your application. However failure to disclose may be grounds for a decision not to offer you a position. If you answered yes to this question, please provide details, including the dates, places and nature of each conviction.

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**Are there any criminal charges currently pending against you in any jurisdiction?**  
If you answered yes to this question, please provide details including dates, places, the nature of any charges, and the current status of each charge.

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## CERTIFICATION & AUTHORIZATION

The above information is true and correct I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Company to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by the Company, or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

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Signature

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Date



DIRECT DEPOSIT AUTHORIZATION FORM

The authorization form below gives PowerChoice Construction and your financial institution authority to deposit your pay directly into your account.

Instructions:

1. Fill in your name, your banks name, location and the date.
2. Mark the line to indicate whether your pay will be deposited in your checking or savings.
3. Please fill in your banks routing and account numbers.
4. Please be sure to sign the form.
5. Return the completed form to the Payroll Department.

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AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT

I authorize PowerChoice Construction (my employer) and the bank indicated below to deposit my net pay automatically each payday. If monies to which I am not entitled are deposited to my account, I authorize my employer to direct the bank to return said funds. This authority will remain in effect until I have cancelled it in writing.

*Bank Name:* \_\_\_\_\_

*Branch Address:* \_\_\_\_\_

*City, State, Zip Code:* \_\_\_\_\_

*Bank ID Number:* \_\_\_\_\_ *Account Number:* \_\_\_\_\_

\_\_\_\_\_ *Checking*

\_\_\_\_\_ *Savings*

*Name (Please Print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

EMPLOYEE SOCIAL SECURITY NUMBER

\_\_\_\_\_

*Signature:* \_\_\_\_\_

Please add your email address for an automatic notification when your direct deposit is completed. \_\_\_\_\_

AFFIRMATIVE ACTION VOLUNTARY REPORTING FORM

PowerChoice Construction is an Equal Employment Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, sex, national origin, marital status, age, disability, sexual orientation, veteran status or any other basis protected by federal, state or local law. In an effort to comply with the requirements regarding government record keeping, reporting and other legal obligations that may apply, we invite you to complete this survey.

Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Please be advised that this survey is not a part of your application for employment. It will be kept confidential and filed separately from your application and/or your personnel file in accordance with applicable laws and regulations. The information on this form will not be used in any employment decisions that may affect you.

Your cooperation is greatly appreciated.

PLEASE PRINT

Position(s) applied for: \_\_\_\_\_

Referral Source: Walk In\_ Employee\_ Relative\_ Government Agency\_  
Advertisement\_ Other(describe) \_\_\_\_\_

APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Sex: Male\_ Female\_ Transgender\_

Please identify your race using the following categories. You may check more than one.

- BLACK All persons having origins in any of the Black racial groups of Africa.
- HISPANIC or LATINO All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture, regardless of race.
- ASIAN All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, for example, China, Japan, Korea, Vietnam, Pakistan or India.
- NATIVE HAWAIIAN OR PACIFIC ISLANDER All persons having origins in any of the original peoples of the Hawaiian Islands, Samoa or Guam.
- AMERICAN INDIAN OR NATIVE ALASKAN All persons having origins in any of the original peoples of North America, including Alaska, and who maintain cultural identification through tribal affiliation or community recognition.
- MULTI-RACIAL Two or more races.
- WHITE Caucasian or none of the above.

Do you suffer from any mental or physical disability that may require special accommodations in the workplace?

Yes  No Please provide details: \_\_\_\_\_

Are you a veteran of the U.S. Military?  Yes  No Date of Discharge is applicable: \_\_\_\_\_

Are you a Vietnam Era Veteran:  Yes  No (Republic of Vietnam Service between 02/28/1961 and 05/07/1975; or Military Service between 08/05/1964 and 05/07/1975.)

Are you a Disabled Veteran:  Yes  No (Receives at least 30% military disability.)