



Job Application

Position(s) applying for: _____ Date of application: _____

GENERAL INSTRUCTIONS

- All information you submit is subject to verification.
- The State of Florida hires only U.S. citizens and lawfully authorized alien workers.
- If you require special disability accommodations, notify the agency's hiring authority in advance.
- All males between the ages of 18 and 26 must be registered with the Selective Service System or exempted.

How did you learn about us?

Ad _____ Employment Agency _____ Walk-In _____ Relative _____

Friend/Current Employee _____

Other _____

Personal Information

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____ Social Security Number: _____

	YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?		
Have you ever been employed with us before? If YES, give date:		
Are you currently employed?		
May we contact your present employer?		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>		
On what date would you be available for work?		
Are you available to work: ___ Full Time ___ Part Time ___ Shift Work ___ Temporary		
Are you currently on "lay-off" status and subject to recall?		
Can you travel if the job requires it?		
Have you been convicted of a felony within the last 7 years? If YES, please explain: <i>A "YES" answer to this question will not automatically bar you from employment. The nature, job relatedness, severity and date of the offense in relation to the position for which you are applying are considered.</i>		

Education

	School Name & Address	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College(s)				
Graduate/Professional				
Other				

Specialized Skills

Select special skills and equipment operated.

Copy Machine	Fax Machine	Production/Mobile Machinery	Other (Please list):
PC	Microsoft Word	(Please list):	
Calculator	Microsoft Excel		
Typewriter	Access		
Mult-Line Phone	Powerpoint		

Indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and/or extra-curricular activities:

Describe any job-related training received in the United States military:

Memberships

List professional, trade, business, or civic activities and/or offices held:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	<u>Date Employed</u>	Job Title & Description
Address	From:	
Phone	To:	
Supervisor	<u>Hourly Rate/Salary</u>	
Reason for Leaving	Starting: Final:	

Employer	<u>Date Employed</u> From: To: <u>Hourly Rate/Salary</u> Starting: Final:	Job Title & Description
Address		
Phone		
Supervisor		
Reason for Leaving		

Employer	<u>Date Employed</u> From: To: <u>Hourly Rate/Salary</u> Starting: Final:	Job Title & Description
Address		
Phone		
Supervisor		
Reason for Leaving		

Employer	<u>Date Employed</u> From: To: <u>Hourly Rate/Salary</u> Starting: Final:	Job Title & Description
Address		
Phone		
Supervisor		
Reason for Leaving		

--- If you need additional space, please continue on a separate sheet of paper. ---

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Additional Information

State any additional information you feel may be helpful to us in considering your application.

NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of this job.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?

YES NO

Professional References

Name	Phone
Company	Business Relationship

Name	Phone
Company	Business Relationship

Name	Phone
Company	Business Relationship

Applicant's Statement

A. I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

B. I acknowledge that I have been provided and have read Redwire's Drug-Free Workplace Summary.

C. I acknowledge that any offer of employment is conditional based on the acceptable results of other provisions listed below:

- Pre-employment Drug Test
- Criminal History Background
- Driving Record History
- Fingerprinted (in accordance with FL Statute 489.518)
- Verification of Education
- Successful Completion of Training Requirements (in accordance with FL Statute 489.518)

D. Certain Redwire positions require periodic criminal history background checks. I acknowledge understanding of this requirement and agree to any future criminal background checks as required for my position with Redwire, LLC.

E. During and ever after my engagement with Redwire, LLC and or/ Sonitrol of Tallahassee, Inc., it is agreed that I will not disclose or pirate any closely held or confidential material, knowledge, business, or customer documents, images, or listings to any third party or for personal use.

By my signature affixed below, I have read and acknowledge sections A, B, C, D, & E of the Applicant Statement.

Printed Name: _____ Signature: _____ Date: _____



Drug-Free Workplace Policy

The safety and well-being of all employees is of great importance to Redwire, LLC. (Redwire). To that end, the Company is extending its commitment to a drug-free work environment by broadening its drug-free workplace policy. Any place where company business is performed shall be considered a drug-free workplace. The work "drug" shall include illegal controlled substances, alcoholic beverages and legal drugs in a way that may adversely affect the safety or job performance of the employee or others.

Redwire will conduct employee meetings to distribute and explain the policy. At any time, you can meet with your supervisor or human resource coordinator to discuss the policy. In carrying out the policy, supervisors have received training to help them answer your questions and understand the effects and signs of probable drug/alcohol abuse.

Once in effect, Redwire's Drug-Free Workplace Policy will include testing of employees according to the following standards:

MANDATORY – All Company officers and senior managers will be tested annually.

PRE-EMPLOYMENT – All offers of employment will be made pending the results of a drug test. A refusal to submit to a drug test or a positive verified drug test is basis for refusal to hire job applicant.

POST-ACCIDENT – An incident occurring while on Company business that results in an injury to yourself or others, requiring a physician's attendance and/or damage to property will require a drug test as standard procedure.

REASONABLE CAUSE – Only after careful consideration, will an employee be asked to undergo a reasonable suspicion drug test. This will be based on observation of behavior, actions, conduct, appearance, or other indicators that would cause members of management with senior management support to conclude that the employee may be "under the influence."

RANDOM TESTING – For the added safety and health of Redwire employees as well as the direct impact on Redwire's image and reputation as a drug-free organization, random testing of all employees will be conducted. Your rights are protected under the systematic random selection as it gives equal probability that any employee will be selected. Redwire can in no way influence the random selection process.

Redwire will not permit the sale, transfer, storage, or other attempts to conceal or distribute illegal controlled substances, the appropriate law enforcement agency will be contacted immediately.

To ensure that the testing procedures operate under stringent guidelines and protect your privacy, Redwire will only be working with collection sites and laboratories that operate under federal guidelines and undergo continual inspections. At the times of collection of urine specimens, you will have the opportunity to provide any pertinent information regarding any medication you may be taking. You will have the opportunity to observe that the collection site adheres to "chain of custody" procedures to ensure that your specimen is not tampered with before it is sealed.

The testing laboratory will conduct the most discriminating test to ensure valid results. A positive result will immediately undergo a confirmation test, using a different method, to preclude the possibility of an error. Should this test prove positive, the results are given to a doctor trained in substance abuse disorders. He will contact you directly to discuss the findings to make sure that other factors did not affect the results. He may order other tests done on the same specimen. The doctor's findings will determine if the specimen will be recorded as a "positive" or "negative" test.

Unless you so desire, negative test results will not be placed in your personnel file. A positive test will result in a 60-day probation period which will include periodic random test over the next following 12 months. A second positive test during this period will result in termination. In cases where serious consequences may have occurred, or will occur, termination of employment may take place with the first positive result. Should you test positive, you have the right to appeal the test within 5 days of the findings. At your own expense, the same sample will be tested at the same laboratory or another approved laboratory of your choosing.

All test results are confidential. Only upon your written requests will they be released to individuals other than officers/employees of Redwire who need to know this information for reasons connected with employment.

You have the right to seek counseling and rehabilitation for either yourself or family members. Redwire can provide information on local counseling services. The benefits coordinator can provide information on insurance benefits relating to in-patient/out-patient programs. It is Redwire's belief that anyone with a substance abuse problems (or a potential problem) can through education, guidance and support, once again fulfill their potential as both a valued employee and a member of the community.

Redwire, LLC's Drug-Free Workplace Policy is implemented pursuant to requirements under F.S.440.102 and administrative rules 38F-9.001 through 38F9.014 of the Department of Labor and Employment Security, Division of Workers Compensation.

This serves as a summary of Redwire's Drug-Free Workplace Policy. You are required to read the policy in its entirety and submit a signed acknowledgement form.

APPLICANT, PLEASE READ AND SIGN THE AUTHORIZATION BELOW

AUTHORIZATION TO RELEASE INFORMATION:

I hereby authorize the below named individual, company or institution to furnish Redwire, LLC. with any information they may have concerning me on record or otherwise. The following reference and all individuals contacted therewith are released from all liability for any damage whatsoever incurred in providing such information.

Applicant's Signature: _____ Printed Name: _____ Social Security Number: _____

Position Applying for: _____ Date: _____

Photo Release

I hereby grant Redwire, LLC permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including but not limited to web-based publications, social media, sales collateral, and branding without payment or other consideration.

I understand and agree that all photos will become the property of Redwire and will not be returned.

I hereby irrevocably authorize Redwire to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge Redwire from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:

Applicant's Signature: _____ Printed Name: _____ Date: _____

Witness: _____

Pre-Employment Urinalysis Consent

I understand, as required by Company policy, all prospective employees must submit to a drug test. A urine specimen will be collected at a collection site selected by Company and tested for drugs at a NIGA certified laboratory selected by Company. The laboratory results of the drug test will be reported, reviewed and maintained by the Medical Review Officer (MRO) selected by Company, who will report whether the test results were negative or positive (and if positive, which drugs were detected) to myself and to Company. I will be given an opportunity to explain a positive test result to the MRO before the test result is reported to Company as a verified positive. Without my written authorization, the test results will not be released to any additional parties outside of those officers, agents, or employees of Company who need to know for reasons connected with my application for employment.

I also understand, if hired, I may be required to submit to additional drug tests as outlined in Company Policy.

I hereby agree to voluntarily submit to a drug test and further understand, if said test is verified as a positive by the MRO, I may be considered unqualified for employment by Company. IF YOU HAVE ANY QUESTIONS, PLEASE DISCUSS WITH HUMAN RESOURCES BEFORE SIGNING.

Applicant's Signature: _____ Printed Name: _____ Date: _____

Company: Redwire, LLC, 1136 Thomasville Road, Tallahassee, FL 32303

**2004 LEGISLATION WHICH AFFECTS
ELECTRICAL AND ALARM SYSTEM
CONTRACTORS**

Section 489.518, Florida Statutes Effective July 1, 2004, any Employee of an electrical or alarm system contractor who alters, installs, maintains, moves monitors, repairs, replaces, sells or services alarm systems must meet the following requirements:

- 1). Be at least 18 years old or show proof of parental emancipation.
- 2). Be fingerprinted and successfully complete a criminal background check through the Department of Law Enforcement.
- 3). Has not been committed for controlled substance abuse or found guilty of a crime relating to control substance abuse within 3 years immediately preceding the filing of the application, unless the individual can prove he or she is not currently abusing any controlled substance and has successfully completed a rehabilitation course.
- 4). Provide evidence of successful completion of a minimum of 14 hours of training through ECLB-approved courses within 90 days after July 1, 2004. The licensed electrical or alarm contractor employing the applicant must furnish an identification card containing a photograph of the employee which must be in the employee's possession at all times when performing alarm system duties.
- 5). All training must be approved by the electrical Contractors' Licensing Board and must include basic alarm system electronics in addition to related training, including CCTV and access control, and at least 2 hours of training in the prevention of false alarms.

An applicant for employment or current employee may commence or continue employment pending the completion of the required training and results of the background check for 90 days after application for employment or effective date of the statute, July 1, 2004. If the employee does not complete the training or receive a satisfactory criminal background check within the required 90 days, employment must be terminated immediately.

Monitoring employees are exempt from the training requirements, but must successfully complete the fingerprint and criminal background check.

Section 489.529, Florida Statutes. Alarm verification calls required. All residential or commercial intrusion/burglary alarms that have central monitoring must have a central monitoring verification call made to the premises generating the alarm system prior to alarm monitor personnel contacting a law enforcement agency for alarm dispatch.

489.530, Florida Statutes. Audible alarms. Every audible alarm system installed by the licensed contractor shall have a device to automatically terminate the audible signal within 15 minutes of activation.

**PROPOSED ALARM SYSTEM
AGENT PROVIDER/COURSE LANGUAGE**

Adopted at the August 1996 ECLB Workshop

- 1). Sponsor Fee: \$200
- 2). Course fee: \$25 per course hour, up to \$100.
- 3). Course sponsor application will be same as continuing education, but will be titled ASA/Course Sponsor Application. (See 61G6-9.005, F.A.C.)
- 4). Course applications will be the same as continuing education, but will be titled ASA/Course Application. (See 61G6-9.006, F.A.C)
- 5). Instructor requirements will be same as those adopted for continuing education. (See 61G6-9.007, F.A.C.)
- 6). A course syllabus shall be presented to the board for approval. The course syllabus shall be the same as required for continuing education (See 61G6-9.008, F.A.C.)
- 7). Record keeping requirements will be same as those adopted for continuing education. (See 61G6-9.009, F.A.C.)
- 8). Course Requirements: The ECLB shall approve alarm system training courses which address basic alarm system electronics. In addition to related training, including CCTV and access control, prevention of false alarms, communication, and signaling.