

## APPLICATION FOR EMPLOYMENT

We appreciate your interest in MasTec Transmission and Substation Group. MasTec Transmission and Substation Group is an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, military status, genetic information or any other basis protected by applicable federal, state, or local laws. MasTec Transmission and Substation Group also prohibits harassment of applicants or employees based on any of these protected categories. It is also MasTec Transmission and Substation Group's policy to comply with all applicable federal, state and local laws respecting consideration of unemployment status in making hiring decisions.

**Note to Applicants:** Smoking is prohibited in all indoor areas of MasTec Transmission and Substation Group unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

**Note to Rhode Island Applicants:** MasTec Transmission and Substation Group is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers' compensation law.

### GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Location	Today's Date	Position Applying For	
Name (Last)	(First)	(Middle)	Date Available for Work
Street Address		Minimum Salary Desired	
City		State	Zip
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the other name(s):		Email:	
Have you previously worked for or applied for a position with MasTec Transmission and Substation Group, in any of our locations either as an employee or through an employment agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		Telephone (Home) Telephone (Work)	
If yes, please explain when and, if employed, in what capacity:		( ) - ( ) -	
Are you related to or in a close personal relationship with anyone now employed at MasTec Transmission and Substation Group? (An answer of "Yes" will not automatically disqualify you from the position for which you are applying.) <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you available to work overtime as needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state name(s) and where they are located.		If yes, are you available weekdays? weekends?	

### PERMISSION TO WORK

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)?  Yes  No

### REFERRAL INFORMATION

How did you learn about MasTec Transmission and Substation Group?

- |  |  |
|--|--|
| <input type="checkbox"/> Employment Agency (state name): _____ | <input type="checkbox"/> School (state name): _____          |
| <input type="checkbox"/> Reputation of Firm _____              | <input type="checkbox"/> Newspaper ad (name of paper): _____ |
| <input type="checkbox"/> Referral (state name): _____          | <input type="checkbox"/> Other: _____                        |

## WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

	Company Name	Telephone (    )    -
	Address	Employed (Month and Year) From                      To
<b>1</b>	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

<b>2</b>	Company Name	Telephone (    )    -
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

<b>3</b>	Company Name	Telephone (    )    -
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

*(Employment record continued on next page.)*

## WORK EXPERIENCE (CONTINUED)

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

<b>4</b>	Company Name	Telephone (    )    -
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving:

**All employers including your current employer may be contacted to verify the information you provide.** May we contact your current employer prior to any offer of employment? Yes  No

## PROFESSIONAL REFERENCES

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

## EDUCATION & TRAINING

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/Major
Graduate				
College				
High School				
Business/Trade/ Technical				

## JOB-RELATED S K I L L S AND QUALIFICATIONS

Please summarize your job-related skills and qualifications:

## ADDITIONAL EMPLOYMENT INQUIRIES

**If applying for a position that will include driving:**

Driver's License Information: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions or Suspensions (respond fully if driving is required by the job for which you are applying):

\_\_\_\_\_  
\_\_\_\_\_

If hired, you may be required to provide proof of insurance coverage.

Emergency Contact Person

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## STATE-SPECIFIC INSTRUCTIONS FOR ANSWERING CRIMINAL HISTORY INQUIRY

**BEFORE** answering the criminal history inquiry, please read the State Specific Instructions below if you reside in, or are applying for a position in California, Colorado, Connecticut, District of Columbia, Georgia, Hawaii, Illinois, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island or Washington.

Please note that you do NOT have to identify (a) arrests that did not result in a conviction or (b) a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.

Please note that answering “Yes” to the criminal history question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.

**California Applicants:** Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify the following marijuana-related convictions entered by the court more than 2 years ago: an infraction for unlawful possession of marijuana or a misdemeanor conviction for: (a) transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; (b) possession of paraphernalia used to smoke marijuana; (c) being in a place with knowledge that marijuana was being used; or (d) being under the influence of marijuana. Also, do not identify any arrest or detention that did not result in a conviction or any record of a referral to, and participation in, any pretrial or post-trial diversion program.

**San Francisco, California Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any information precluded by California state law or any information relating to: (1) a conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative (for example, under California Penal Code sections 1203.4, 1203.4a, or 1203.41); (2) a conviction or any other determination or adjudication in the juvenile justice system, or a matter considered in or processed through the juvenile justice system; (3) a conviction for which more than seven years has passed since the date of sentencing; (4) an offense other than a felony or misdemeanor, such as an infraction; or (5) an arrest that did not lead to a conviction and is not the subject of an active pending criminal investigation or trial.

**Colorado Applicants:** Do not identify information regarding a record of civil or military disobedience, unless the record resulted in a plea of guilty or a conviction by a court of competent jurisdiction. Also do not answer the question regarding charges currently pending and awaiting disposition.

**Connecticut Applicants:** Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for

which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

**District of Columbia Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions if you receive a conditional offer of employment. At that time, you will not have to identify any arrest or criminal accusation that is not pending against you or did not result in a conviction.

**Georgia Applicants:** Do not identify any verdict or plea of guilty or nolo contendere that was discharged by the court under Georgia's First Offender Act.

**Hawaii Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions if you receive a conditional offer of employment. At that time you will be asked whether you have been convicted of a crime within the past 10 years, excluding any period of time when you were incarcerated.

**Illinois Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions if the Company determines that you are qualified for the position for which you are applying and notifies you that you have been selected for an interview, or if you are extended a conditional offer of employment. At that time, you will not be asked to provide information regarding arrests that did not result in conviction.

**Maryland Applicants (Baltimore) Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment.

**Maryland Applicants (Montgomery County or Prince George's County) Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial job interview or if you receive a conditional offer of employment.

**Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from requesting criminal history information on an initial written application. **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any record relating to prior arrests, criminal court appearances or convictions for which the record has been sealed and is on file with the Commissioner of Probation. You also will not have to identify prior arrests, court appearances and adjudications in cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. You also will not have to identify (1) an arrest, detention or disposition regarding any violation of law in which no conviction resulted; (2) first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; and (3) convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than 5 years ago, unless there have been subsequent convictions within those 5 years.

**Michigan Applicants:** Do not identify any misdemeanor arrests, detentions or dispositions that did not result in conviction, including any pending misdemeanor charges.

**Minnesota Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a job interview or a conditional offer of employment.

**Missouri (City of Columbia) Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions if you receive a conditional offer of employment.

**Nebraska Applicants:** Do not identify a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication or sentence.

**Nevada Applicants:** You must disclose all felony convictions, but may limit disclosure of misdemeanor convictions to those that occurred within the last seven years and resulted in imprisonment. Please note that the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a “conviction” for purposes of employment.

**New Jersey Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after the initial application process, including any interview, has concluded.

**New York Applicants:** You may answer “no record” concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a “youthful offender adjudication,” as defined in section 720.35 of the New York Criminal Procedure Law; any conviction for a “violation” that already has been sealed by the court, per section 160.55 of the New York Criminal Procedure Law; and any conviction that was sealed pursuant to section 160.58 of the New York Criminal Procedure Law.

**New York (Buffalo) Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a job interview or a conditional offer of employment.

**New York (Rochester) Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial job interview or if you receive a conditional offer of employment.

**New York (New York City) Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment. At that time, you will not have to identify arrests or criminal accusations that did not result in a conviction (unless the arrest or criminal accusation is pending).

**Ohio Applicants:** Do not report any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11.

**Oregon Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial interview or a conditional offer of employment.

**Oregon (Portland) Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING**

**CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial interview or after a conditional offer of employment. At that time, you will not have to identify: (1) an arrest not leading to a conviction, except where a crime is unresolved or charges are pending against you, (2) convictions that have been judicially voided or expunged, or (3) charges that have been resolved through the completion of a diversion or deferral of judgment program for offenses not involving physical harm or attempted physical harm to a person.

**Pennsylvania Applicants:** Do not identify convictions for summary offenses.

**Rhode Island Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions at an initial job interview or thereafter. At that time, you will be asked to provide information regarding convictions.

**Washington Applicants:** Do not identify any conviction entered by the court more than 10 years ago unless some period of incarceration resulting from that conviction took place within the last 10 years.  
**Seattle, Washington Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer these questions after an initial screen.



## CRIMINAL HISTORY INFORMATION

BEFORE answering the following question, please read the State Specific Instructions below if you reside in, or are applying for a position in California, Connecticut, District of Columbia, Georgia, Hawaii, Illinois, Maryland, Massachusetts, Michigan, Minnesota, Missouri (Columbia), Nebraska, Nevada, New York, New Jersey, Ohio, Oregon, Pennsylvania, Rhode Island, Texas or Washington.

**\*\*AUSTIN (TEXAS), BALTIMORE (MARYLAND), BUFFALO (NEW YORK), COLUMBIA (MISSOURI), DISTRICT OF COLUMBIA, HAWAII, ILLINOIS, MASSACHUSETTS, MINNESOTA, MONTGOMERY COUNTY (MARYLAND), NEW JERSEY, NEW YORK CITY (NEW YORK), OREGON, PRINCE GEORGE'S COUNTY (MARYLAND), ROCHESTER (NEW YORK), RHODE ISLAND, SAN FRANCISCO (CALIFORNIA) AND SEATTLE (WASHINGTON) APPLICANTS: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**

Please note that you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, shielded, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.

Please note that answering "Yes" to this question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.

Have you ever been convicted of or pled guilty or no contest to a crime?

Yes  No

If you answered "Yes," please provide the following additional information:

Nature of offense: \_\_\_\_\_

Misdemeanor     Felony

Year of conviction: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

If, subject to the State-Specific Instructions below, you have more than one conviction, please use additional paper to provide the information requested above.

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.**

Initial: \_\_\_\_\_ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: \_\_\_\_\_ I recognize that this employment application is not an offer of employment. I agree that if I am hired by MasTec Transmission and Substation Group, **I will be an at-will employee**, meaning that either MasTec Transmission and Substation Group or I may end the employment relationship at any time with or without cause or notice. I understand that only the Vice President of Shared Services of MasTec Transmission and Substation Group, and no manager, supervisor, or other representative of MasTec Transmission and Substation Group, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the Vice President of Shared Services, any such agreements must be in writing and signed by the Vice President of Shared Services and by me or my authorized representative.

Initial: \_\_\_\_\_ I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by MasTec Transmission and Substation Group.

Initial: \_\_\_\_\_ I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: \_\_\_\_\_ I understand that MasTec Transmission and Substation Group may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.

Initial: \_\_\_\_\_ I hereby authorize, to the extent allowed by applicable federal state and local laws, MasTec Transmission and Substation Group to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to MasTec Transmission and Substation Group information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure. In addition, I hereby release MasTec Transmission and Substation Group, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial: \_\_\_\_\_ I understand and expressly agree that if employed by MasTec Transmission and Substation Group, storage areas provided for me (locker, desk, etc.) are open to investigation by MasTec Transmission and Substation Group without my prior notice.

Initial: \_\_\_\_\_ I agree to undergo a pre-employment physical examination consistent with federal and state law.

Initial: \_\_\_\_\_ I agree to submit to legally permissible drug testing upon an offer of employment from MasTec Transmission and Substation Group and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial: \_\_\_\_\_ I understand that MasTec Transmission and Substation Group, has an arbitration procedure governed by the Federal Arbitration Act, 9 U.S.C. sections 1 et seq. The arbitration procedure applies to claims brought by me against MasTec Transmission and Substation Group or by MasTec Transmission and Substation Group against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by MasTec Transmission and Substation Group. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission, U.S. Department of Labor or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers compensation or state disability benefits or unemployment insurance. I understand and agree that I may review MasTec Transmission and Substation Group's arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from MasTec Transmission and Substation Group, 16055 Space Center Blvd, Suite 500, Houston TX 77062.

***THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.***

Initial: \_\_\_\_\_ **Massachusetts Applicants:** I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Initial: \_\_\_\_\_ **Maryland Applicants:** I UNDERSTAND THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

### APPLICANT'S STATEMENT & ACKNOWLEDGMENT

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between MasTec Transmission and Substation Group and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

This application will only be considered for 30 days. If you have not been hired within 30 days of submitting this application and you wish to continue to be considered for employment, you must complete another application.