



HIRING PROCEDURES

- 1. A written application is required.*
- 2. Two to three personal interviews may be required, including owner and supervisors of employment area for which applying.*
- 3. All references may be checked and verified for authenticity.*
- 4. Motor vehicle records may be checked. All drivers must pass Midstates Builders, Inc.'s guidelines of no more than three violations in the past year.*
- 5. Applicant must be physically able to perform all job functions safely pertaining to position for which applying. Physical examination may be required.*
- 6. Drug use is prohibited. Midstates Builders, Inc. shall test all individuals for use of illicit drugs after a conditional job offer has been accepted and prior to employment.*
- 7. Steel toe boots and tool belts are required of all crew workers.*
- 8. Safety equipment including hard hats, safety glasses and earplugs are provided by Midstates Builders, Inc.*
- 9. Prior to employment the following documents must be completed:*
 - a. Federal W-4*
 - b. Iowa W-4*
 - c. Employment Eligibility Verification (Form I-9)*
 - d. State-issued driver's license or state-issued I.D. card with a photograph.*
 - e. General Health & Safety Plan Acknowledgement*
 - f. Hazard Communication Plan Acknowledgement*
 - g. Drug Testing Authorization*

AND provide one of the following for verification of employment eligibility:

- h. Original Social Security Card*
- i. Birth Certificate*
- j. Unexpired INS Employment Authorization*
- k. U.S. Passport*
- l. Certificate of U.S. Citizenship*
- m. Certificate of Naturalization*
- n. Unexpired foreign passport with attached Employment Authorization*
- o. Alien Registration Card with photograph*