



Nuclear Security Officer Applications

**LAST DAY TO APPLY AND REGISTER IS
FRIDAY, OCTOBER 4 AT 3:00 PM**

Applications will be reviewed on an ongoing basis as they are received.

At time of application, applicants **MUST** meet the following requirements:

- 21 years of age or be 21 at time of hire
- Posses a valid drivers license
- High School diploma or GED
- No felony convictions
- No convictions of domestic violence

A copy of the following is **REQUIRED** before you can complete an application:

- Your high school diploma/GED or greater (AA, BA, BS). (If you cannot provide high school diploma, transcripts will work as long as it shows month and year of graduation.)
- Valid drivers license (does not matter what state has issued it, it must only be valid)
- 10 year work history with no gaps (must explain what you have been doing for the last 10 years, must provide month and year)
- Any former military personnel will need to provide DD2-14 Member 4 form

All of the above **MUST** be included in the application.

Once application is complete:

- Go to www.energy-northwest.com and register and apply online
- Job # 5136
- Do not attach a resume or cover letter, as you have already completed a hand-written application.

Employment Background Investigation:

- Energy Northwest Nuclear Security Officers are required to carry weapons; therefore we will conduct a thorough background investigation, which will include fingerprinting sent to the FBI.
- If you have been convicted of the misdemeanor crime of Domestic Violence, you will not be able to lawfully possess or receive firearms or ammunition for any purpose.
- If you have been convicted of a felony involving a weapon, you are not eligible for employment with Energy Northwest as a Nuclear Security Officer.

**PLEASE KEEP THESE INSTRUCTIONS AND ATTACHED TIMELINE
FOR YOUR INFORMATION AND REFERENCE.**

If you have any questions, you may contact Kai Scheerer at (509) 734-5930.

Thank you and good luck!

Desirable Qualifications

The following qualifications are desirable for the Nuclear Security Officer position:

- Military or Security-related Work Experience
- Criminal Justice or Law Enforcement Degree or Work Experience

Mandatory Job Requirements

The following are representative examples of mandatory Nuclear Security Officer employment requirements:

- Security Officers must possess a valid driver's license.
- Security Officers must be at least 21 years of age.
- Security Officers are required to work 12-hour rotating shifts and may be required to work any holiday.
- Security Officers are required to carry weapons and are required to complete and pass periodic firearm testing.
- Security Officers are required to maintain stringent fitness requirements and are required to complete and pass an annual fitness agility test.
- Security Officers are required to complete and pass a yearly medical qualification examination.
- Security Officers must be able to obtain and maintain unescorted access.
- Security Officers must be clean-shaven and meet grooming standards.
- Security Officers are required to wear the uniform issued by Energy Northwest.
- Security Officers are subject to random alcohol and drug testing.
- Security Officers are subject to periodic background screening.



**PROJECT NUCLEAR SECURITY OFFICERS (NSO)
SCHEDULE OF EVENTS
Multiple Positions Available (Duration: 1 year)
Salary: \$21.00 per hour**

A copy of your diploma (HS/GED or 2 or 4 year degree) and drivers license MUST be included in the application

**PRE-INTERVIEWS
& PHYSICAL AGILITY**

10/15-10/17

Pre-Interviews will be at WorkSource, 815 N. Kellogg, Kennewick, WA. Pre-interviews will take no more than 30 minutes for each candidate.

Physical Agility Testing will be conducted once you have successfully completed pre-interviews. This testing will be at Energy Northwest, 12 miles north of Richland, WA.

NOTE: Wear running shoes and comfortable clothing. This is a Physical Performance Test, which consists of being able to 1. Sit Up--complete 22 sit-ups in 60 seconds; 2. Arm Lift--must achieve an average score of 50 lbs of force on 3 tries; 3. Leg Endurance--minimum standard is 88 revolutions within 60 seconds pedaling a preset bicycle; 4. Horizontal ladder coordination test.

NOTE: You will need to be available one day this week for a pre-interview and agility testing.

COGNITIVE TESTING

10/21-10/22

Personality/cognitive testing will be conducted at Energy Northwest Multi-Purpose Facility, 3000 George Washington Way, Richland, WA. This appointment will be made upon your successful completion of the Physical Agility Testing.

NOTE: You will need to be available one day this week for cognitive testing.

PANEL INTERVIEW

10/31-11/7

Final interviews at WorkSource, 815 N. Kellogg, Kennewick, WA. Panel interviews will be scheduled after successful completion of the cognitive test.

NOTE: You will need to be available one of these days for this process.

**CONTINGENT
OFFERS**

11/18-11/19

This employment offer is contingent on your ability to successfully complete the remaining items of the pre-employment testing, which involves medical evaluations.

NOTE: Please be aware that more candidates are receiving conditional offers of employment than there are positions available, since it is anticipated that some candidates may be unsuccessful in the final pre-employment testing and/or may choose to withdraw. If more candidates successfully complete the final pre-employment testing than there are positions available, final offers will be based upon an assessment of the candidates' performance throughout all phases of the selection process.

(continued on next page)

PHYSICALS

11/25-12/4

Medical Testing and Physicals consist of 1. Fasting blood test 2. Vision test to include intraocular eye pressure 3. hearing test 4. EKG 5. Pulmonary Function Test 6. Urinalysis 7. Physical examination done by a physician on site or in Pasco.

NOTE: Due to the tight schedule, **there is no flexibility** for rescheduling physicals in the event of a “no-show.” The blood test can be done at various locations in Richland, Kennewick, or Pasco. These addresses will be provided later. Please note that you will have multiple appointments, therefore it is your responsibility to ensure you are available on the dates mentioned above.

NOTE: Expect to be available up to 2 days during this time-frame.

TEMPORARY HIRE & PRE-EMPLOYMENT TESTING

12/9-12/17

NOTE: You will be paid for all training from this point forward.

Pre-employment testing will include Fitness for Duty (drug and alcohol testing), MMPI (Psychological evaluation) and General Employee Training (computer based testing).

NOTE: Expect to be available 4-6 days during this time-frame.

FINAL OFFERS MADE

12/17-12/19

It is expected we will hire approximately 16 Project (with benefits) employees. Final offers will be based upon an assessment of the candidates’ performance throughout all phases of the selection process. An evaluation period of 6 months will be conducted; this will determine your continued full-time employment.

START DATE/BENEFITS ENROLLMENT

1/6/2014

Congratulations! You successfully completed all phases of the application/employment process. This will be your official start date with the company. You will sign up for your health care benefits at this time. All your benefits will be effective February 1.

PRE-EMPLOYMENT REQUIREMENTS

- No felony convictions
- Be 21 years old
- Possess and show proof of high school diploma or GED
- Possess and show proof of valid driver’s license
- Pass a drug and alcohol test
- Pass all physical requirements including a psychological examination
- Be able to obtain and maintain unescorted access
- General Employee Training – a 2-6 day class after you are hired
- Must be able to work rotating 12 hour shifts, days & nights, including week-ends & holidays

NUCLEAR SECURITY OFFICER TRAINING (must successfully complete all three)

- Classroom training
- Weapons training
- On-the-job training

ADDITIONAL INFORMATION

- All forms (Application, Qualification Inquiry, Gun Control Act Questionnaire & Pre-Interview Questionnaire) **must be completed and turned in and you must register online by 10/4/13 to be considered.**
- This position will be required to pay union dues to United Steel Workers (USW Local 12-369)
- No relocation assistance

MILITARY (U.S. Military only) (Form DD-214 Member 4, "Record of U.S. Military Service" should be submitted for verification if discharged within the last 5 years.)

Military Branch of Service: _____ From: _____ To: _____
 Kinds of training and duties: _____

EMPLOYMENT Specify your employment history during the last 10 years, starting with present or most recent employer. Include all periods of unemployment or dual employment. Use additional pages if necessary. **Do not write "SEE RESUME."** Completion of the following is important.

Are you currently employed? Yes No May we contact your present employer Yes No Phone _____

MONTH & YEAR	NAME AND ADDRESS OF EMPLOYERS	BASE SALARY*	POSITION/DUTIES	SUPVS. NAME	REASON FOR LEAVING
From	1	Starting			
To		Ending			
From	2	Starting			
To		Ending			
From	3	Starting			
To		Ending			
From	4	Starting			
To		Ending			

**Indicate base salary. If you include total compensation, please identify overtime, bonus, shift pay or similar consideration. Identify by type and amount.*

PREREQUISITES FOR CONSIDERATION

PART 1. If your answer to this question is "yes," you are not eligible for employment with Energy Northwest as a Nuclear Security Officer.

Yes No Have you ever been convicted of a felony involving a firearm?

PART 2. If your answer to any of these questions below is "yes," you may be asked to provide further information to determine suitability for employment as a Nuclear Security Officer.

Yes No Have you been convicted of driving while under the influence of alcohol or drugs within the last 3 years?

Yes No Do you currently (within the last 3 months) use controlled substances without a prescription from a licensed physician?

Yes No Are there restrictions on your ability to own or carry a firearm?

Signature

Date



QUALIFICATION INQUIRY

A recent amendment to the Gun Control Act (GCA) has removed the exemption for some law enforcement and government agency employees who may have been convicted of the misdemeanor crime of Domestic Violence. As defined in the GCA, a misdemeanor crime of domestic violence” means an offense that:

- (1) is a misdemeanor under Federal or State law; *and*
- (2) has, as an element,
 - (a) the use or attempted use of physical force, *or*
 - (b) the threatened use of deadly force.
- (3) And when the offense is committed by a:
 - (a) current or former spouse, *or*
 - (b) parent or guardian of the victim, *or*
 - (c) person with whom the victim shares a child in common, *or*
 - (d) person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian *or*
 - (e) person similarly situated to a spouse, parent or guardian of the victim.

The GCA does NOT exempt employees of government agencies from prohibition respecting their receipt or possession of firearms or ammunition.

Thus, law enforcement officers and other government officials who have been convicted of a qualifying misdemeanor will not be able to lawfully possess or receive firearms or ammunition for any purpose including performing their official duties.

Upon receipt of this IOM you are required to complete the Qualification Inquiry and return it with your employment application/at the time of your interview. In completing this form you are advised:

- (a) The purpose is to obtain information that will assist in the determination of whether personnel reassignment and/or administrative actions are warranted.
- (b) Neither your answers nor any information or evidence gained by reason of your answers can be used against you in any criminal prosecution for violation of Title 18 United States Code, Section 922(g)(9). However, the answers you furnish and any information or evidence resulting therefrom may be used against you in a criminal prosecution for knowingly and willfully providing false statements or information, and in the course of company personnel actions.

QUALIFICATION INQUIRY

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of the statute (1, 2 and 3 above)?

Initial and Date: YES: _____ NO: _____

2. If you answered yes to the first question, provide the following information with respect to the conviction:

Court/Jurisdiction: _____

Docket/Case Number: _____

Statute/Charge: _____

Date Sentenced: _____

I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete and made in good faith. I understand that false or fraudulent information provided herein may be grounds for adverse action, up to and including removal from any position which requires me to carry a firearm, and may also be criminally punishable pursuant to Federal Law.

Name: _____

Signature: _____

Date: _____



Energy Northwest Gun Control Act Questionnaire

Possession of a firearm is subject to a number of complex restrictions under federal and state law. In order to enable the company to determine the applicability of these restrictions, please respond to the following questions.

Please note that an affirmative answer does not necessarily affect your employment as a nuclear security officer as the specifics of the law are very technical. Your individual situation will be evaluated under applicable law and a determination made based upon your specific facts.

Questions:

1. Have you ever been convicted in any court of, or are you currently under indictment for, a crime punishable by imprisonment for a term exceeding one year, whether or not you were actually imprisoned?

Yes No

If you answered "YES" to this question, provide the following information with respect to each conviction:

Court/jurisdiction: _____

Docket/Case Number: _____

Statute/Charge: _____

Date Sentenced: _____

2. Are you or have you been deemed a fugitive from justice? (For purposes of this questionnaire, "fugitive" includes (1) your knowledge that criminal charges are / were pending against you, (2) you refused to answer those charges; and (3) you left the city, county, state, district or jurisdiction where the charges are /were pending; or you concealed yourself with intent to avoid arrest or prosecution.)

Yes No

3. Are you an unlawful user of or addicted to any controlled substance as defined in the Controlled Substances Act? (21 U.S.C. Sections 802, 812).

Yes No

4. Have you ever been adjudicated mentally defective (which includes having been adjudicated incompetent to manage your own affairs) or have you ever been committed to a mental institution?

Yes No

If you answered "YES" to this question, provide the following information with respect to each adjudication or commitment:

Court/jurisdiction: _____

Docket/Case Number: _____

Statute/Charge: _____

Date of court action / commitment: _____

5. Are you an alien, illegally or unlawfully, in the United States?

Yes No

6. Have you been admitted to the United States of America under a non-immigrant visa?
 Yes No
7. Have you been discharged from the U.S. Armed Forces under dishonorable conditions?
 Yes No
8. Have you renounced or given up your United States citizenship?
 Yes No
9. Are you subject to a court order that (1) was issued after a hearing of which you received actual notice, and at which you had an opportunity to participate; and (2) restrains you from harassing, stalking or threatening an intimate partner or child of such intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (3)(i) includes a finding that you represent a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.
 Yes No

If you answered "YES" to this question, provide the following information with respect to each conviction:

Court/jurisdiction: _____
Docket/Case Number: _____
Statute/Charge: _____
Date of order: _____

10. Have you ever been convicted in any court of a misdemeanor crime of domestic violence? (For purposes of this questionnaire, domestic violence includes any threatened use of deadly force or use or attempted use of physical force committed (1) by a current or former spouse, parent, or guardian of the victim, (2) by a person with whom the victim shares a child in common, (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian or (4) by a person similarly situated to a spouse, parent or guardian of the victim. Note this also includes any assault charges where a similar relationship to the victim as listed above exists – regardless as to whether or not the conviction was specifically defined as a crime of domestic violence. For example, a misdemeanor or assault conviction against a spouse would fall into this category)
 Yes No

Be advised that you are required to immediately report (the next working day), for the duration of your employment in the Nuclear Security Department at Energy Northwest to Access Authorization – Nuclear Compliance and the Supervisor, Security Compliance any occasion when you are subject to **arrest; criminal charges; convictions; legal actions or proceedings regarding domestic violence, Protection from Abuse Orders, and/or restraining orders of any type.** (Protection from Abuse Orders and/or restraining orders may be referred to by another title in different jurisdictions. You must report any order that you are subject to or become subject to that serves the same purpose as a Protection from Abuse Order or a restraining order regardless of the official title of the Order.)

Additionally, as long as I remain in the employ of Energy Northwest, I will notify Energy Northwest Access Authorization of any future offenses or circumstances which require me to answer "YES" to any of the above questions.

I hereby certify that to the best of my knowledge and belief, all of the information provided by me on this Gun Control Act Questionnaire is true, correct, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for adverse action, up to and including termination, and is also criminally punishable pursuant to federal law.

EMPLOYEE: _____
Print Name Signature Date



PRE-INTERVIEW QUESTIONNAIRE

Name: _____
 First M.I. Last

The purpose of this questionnaire is to make sure you have most of the qualifications that Energy Northwest has set for this position. If selected for an interview, you will be given the opportunity to explain any answers to these questions. This is a voluntary exercise, but please understand that if you continue in the hiring process there will be additional background and reference checking which will verify the information disclosed here.

As a potential Energy Northwest employee, you must have the highest integrity and standards. Please realize that what you disclose here is used strictly for employment evaluation purposes and never released to any other third party. At the same time, it is very important that you try to answer as completely as you can since these same areas will be covered during the background and reference checks.

1. In the last 3 years, have you ever been told/asked to leave a job for something you said or did? _____ Yes _____ No

(If yes, provide additional information.)

2. In the last 3 years, have you ever been suspended, reprimanded, written up, demoted? _____ Yes _____ No

(If yes, why?)

Shift Attitude, Availability and Commitment

1. Shift work is a requirement for this position. Are you available for rotating shift work? _____ Yes _____ No

Integrity

1. In the last 3 years, did you ever take anything from a place where you worked other than common items such as pencils or tape? _____ Yes _____ No

(If yes, provide additional information.)

2. In the last 3 years, did you ever take any money from a place where you worked? _____ Yes _____ No

(If yes, provide additional information.)

3. In the last 3 years, did you ever take anything out of a store (that is, shoplift) without paying for it? _____ Yes _____ No

(If yes, provide additional information.)

4. In the last 3 years, did you ever leave work without permission? _____ Yes _____ No

5. Did you ever falsify an official report or statement? _____ Yes _____ No

6. Did you ever falsify yours or someone else's timecard or payroll report? _____ Yes _____ No

7. Did you ever purposely damage company property? _____ Yes _____ No

Substance Abuse

1. In the last 3 years, did you ever use illegal drugs without a prescription at work? _____ Yes _____ No

2. In the last 3 years, did you ever use any illegal drugs without a prescription at home or at parties? _____ Yes _____ No

3. In the last 3 years, did you ever go to work or school stoned (high)? _____ Yes _____ No

4. Did you ever bring illegal drugs to work? _____ Yes _____ No

5. In the last 3 years, did you ever miss work (class) because of your drinking? _____ Yes _____ No

6. In the last 3 years, did you ever have any alcohol to drink within an hour of starting work (class)? _____ Yes _____ No

7. In the last 3 years, did you ever drink alcohol during breaks at work (school)? _____ Yes _____ No

8. In the last 3 years, did you ever have to leave work (school) early because of your drinking? _____ Yes _____ No
9. In the last 3 years, did you ever drive while you were under the influence of illegal drugs or alcohol? _____ Yes _____ No

Criminal Activities

Everything you disclose is confidential – used only for employment purposes and not released to police or anyone else. Again, it is very important to discuss everything up front before we do the reference and record checks, so try to be as complete as you can.

1. Were you ever convicted of a misdemeanor crime of domestic violence? _____ Yes _____ No
2. In the last 3 years, did you ever take anything from a person, vehicle, house business, or school without permission? _____ Yes _____ No
3. In the last 3 years, did you ever do anything serious against the law, even though you were not caught? _____ Yes _____ No
4. In the last 3 years, were you ever convicted of any DUI/DWI's? _____ Yes _____ No
5. In the last 3 years, were you ever convicted of any criminal activity? _____ Yes _____ No
6. Do you have pending criminal charges at this time? _____ Yes _____ No
- (If yes, provide additional information.)

Driving History

1. Do you have a current, valid driver license right now? _____ Yes _____ No State _____
2. Are there any restrictions on your license? _____ Yes _____ No
3. Do you currently have auto insurance? _____ Yes _____ No
4. In the last 3 years, has your license been suspended/revoked? _____ Yes _____ No
5. In the last 3 years, did you receive any moving traffic convictions? _____ Yes _____ No Type: _____

6. Do you have any pending charges i.e. DUI, Reckless Driving etc?
_____ Yes _____ No

(If yes, provide additional information.)

Military History - Skip this section if you were never in the military.

1. Please list both active duty and/or reserve duty if any.

2. If you've been discharged from active duty and/or reserve duty, did you receive an Honorable discharge?

_____ Yes _____ No

(If no, please provide additional information.)

3. What was your rank/rate upon release? _____

4. What was your assignment(s)/duties/responsibilities (MOS)?

5. During your military service, were you ever court martialed?

_____ Yes _____ No

(If yes, please provide additional information.)

6. During your military service, did you ever receive any Article 13, Company Punishment, Captain's Mast, Officer Hours? _____ Yes _____ No

(If yes, please provide additional information.)

Reliability

Many times absences are unavoidable: people get sick, the car will not start, or there is a family emergency. In other cases, there are people who fail to show up two or three times a week – every week. Before we check with your past employers, please indicate approximately how many times in the last year you missed work due to unplanned absences.

Circle one: 0 1 2 3 4 5 6 7 8 9 10+

1. In the last 3 years, did you ever habitually arrive at work late?
 Yes No
2. In the last 3 years, did you ever habitually leave work early?
 Yes No
3. In the last 3 years, did you ever call in sick when you weren't?
 Yes No

Service Attitude and Response

1. In the last 3 years, did you ever refuse to do what a supervisor told you?
 Yes No
 (If yes, why?)
2. In the last 3 years, have you ever refused to work with a co-worker?
 Yes No
 (If yes, why?)
3. In the last 3 years, have you ever ignored or disobeyed written job procedures?
 Yes No
 (If yes, why?)
4. In the last 3 years, did you ever become/get upset with a customer, co-worker, or other employee?
 Yes No
 (If yes, why?)
5. In the last 3 years, did you ever strike/push/shove a customer, co-worker, or other employee?
 Yes No
6. In the last 3 years, did you ever purposely mislead a customer, co-worker, or other employee?
 Yes No
7. In the last 3 years, have you ever had a complaint made against you by a customer, co-worker, or other employee?
 Yes No

If yes, please explain: