



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**
P.O. Box 40 Sells, Arizona 85634
Direct Line (520) 383-3304 Tucson Line (520) 547-8160
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Attention Tohono O'odham TERO Clients

Available Positions

1-Water Wagon/Truck Driver \$18.15-\$23.37, DOE/HR

2-3 years' experience in operation water wagon or water truck, CDL is not required, however must be familiar and have experience in water truck operations, valid driver's license

2-Pipelayers \$17.82/HR

4 years of underground utility experience in new and existing building, including grade and trench experience

1-Excavator Operator \$23.37/HR

5 years' experience working in excavation that involves existing utilities for commercial or building projects

*David Bacon Wage Determination Scale

*Estimated 2-3 weeks positions

*Pre-employment drug test is required

Company: X Contracting

Project Title-Tohono O'odham Nation Legislative Building Project

Project Location-Sells Community/District

CLOSING DATE: Wednesday May 20, 2026 at 4:55PM

INTERVIEW DATE: TBD

(Interviews will be conducted virtually via Microsoft Teams)



X Contracting



Servicios X & GTS, LLC

APPLICATION FOR EMPLOYMENT

Personal information

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY: _____

ADDRESS: _____

EMAIL: _____

PHONE NUMBER: _____

DATE AVAILABLE: _____ DESIRED PAY: _____

POSITION: _____

MILITARY STATUS: _____

ETHNICITY: Circle one

- Asian
- Black/African
- Indian/Alaska Native
- Pacific Island/Native American
- White
- Hispanic or Latino

Employment Eligibility

ARE YOU A US CITIZEN? YES NO

ARE YOU AUTHORIZED TO WORK IN THE USA? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IF YES, PLEASE EXPLAIN: _____

Education

SCHOOL _____ LOCATION _____ YEARS _____ MAJOR _____

PREVIOUS EMPLOYER: _____

POSITION: _____ STARTING PAY: _____

REFERENCES: _____ NUMBER: _____

EMERGENCY CONTACT: _____

NUMBER: _____ RELATION: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

WALK-IN OR REFERRED:

NOTES:



SEXUAL HARASSMENT POLICY

X Contracting and/or Greentech Services LLC. is committed to providing a work environment that is free of harassment.

While demeaning or degrading actions, words, jokes or comments of any kind based upon an individual's gender, race, ethnicity, age, religion or disability will not be tolerated, this statement of policy is addressed particularly to the issue of sexual harassment and what activities constitute sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, interferes with an individual's work performance or simply creates an intimidating, hostile work environment. The creation of a hostile or offensive work environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs, emails, internet posts, texts or drawings. Sexual harassment does not refer to occasional compliments of a socially accepted nature. It refers to behavior that is not welcomed, is personally offensive and interferes with an individual's work performance. It is illegal and against company policy for any employee, male or female, to sexually harass another employee or to create a hostile working environment by either committing or encouraging the following:

- Physical assaults to another employee
- Intentional physical conduct that is sexual in nature, including but not limited to touching, pinching, posting brushing up against another employee's body
- Unwanted sexual advances propositions or comments, including sexual gestures, jokes or comments made in the presence of any employee.
- Posting or displaying pictures, posters, graffiti, objects, any social media networking sites, internet or phone camera images, texts, emails, or material that are sexual in nature or pornographic.

Any employee who believes that he or she has been subject of sexual harassment, or any form of harassment is encouraged to report the harassment to the supervisor and/or Human Resources immediately. Confidentiality will be maintained as much as possible and only those who need to know about such a complaint will be advised of its existence. However, complete anonymity may need to give way to the Company's obligation to interview witnesses and take appropriate action. No employee will be subject to any form of retaliation or discipline for pursuing a harassment complaint.

X Contracting and/or Greentech Services LLC. leadership team assumes that anyone bringing a harassment complaint does so in good faith and will investigate thoroughly.

Print _____

Signature _____ Date _____



DRESS CODE AND PUBLIC IMAGE POLICY

All employees, including managers, are expected to dress in a manner that suits their role according to the dress code policy guidelines.

Employees working at construction sites must always wear:

- Safety vests (provided by X Contracting and/or Greentech Services LLC.)
- Hard hats (provided by X Contracting and/or Greentech Services LLC.)
- Steel toe boots

Tennis shoes are not permitted at construction sites.

It is just as essential to act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors, and clients. The Company reserves in its own discretion the right to determine what is professional and acceptable attire, appearance, and hygiene while at work.

Any employee who is improperly dressed or exhibits poor hygiene may be subject to discipline, including termination and may also be sent home for corrections. Violations of this policy can lead to discipline, up to and including termination.

By signing below, I acknowledge that I have carefully read, understood, and will comply with the attached Dress Code and Public Image Policy. I understand that this policy replaces all written documents or oral representations regarding X Contracting and/or Greentech Services LLC. Dress Code and Public Image Policy. I understand that if I have questions or concerns at any time about this Dress Code and Public Image Policy, I am encouraged to communicate with my immediate supervisor.

Finally, I understand that the Dress Code and Public Image Policy are not a contract or implied contract with employees. The Company can prospectively change, modify, or delete this Dress Code and Public Image Policy as it deems appropriate without obtaining another person's consent or agreement.

Print _____

Signature _____ Date _____



DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT AND CONSENT FORM

Drug-use and alcohol-impairment testing through urine, breath, or blood samples is part of the Company's overall pre-employment and ongoing employment requirements. Please read the following carefully.

I understand that a pre-employment drug-use test and that drug-use or alcohol-impairment tests during employment are part of the procedures of the Company. I consent to submit to a urine, breath, or blood analysis drug-use or alcohol-impairment test and any other post-offer physical examination that the Company may determine is necessary for business reasons. I also authorize and hereby release the Company's testing laboratory, hospital, or health care provider to provide the results of any such tests to the Company. I further agree to hold the Company, its agents, directors, officers, and employees harmless from all liability in connection with the testing for the presence of drugs or alcohol.

I understand that worker's compensation claims may be denied in circumstances where I test positive for drugs and alcohol and drug or alcohol impairment was a substantial contributing cause of the accident.

I understand that the Company will pay all actual costs for drug-use or alcohol-impairment testing required of current employees. The company will reimburse prospective employees hired for drug-use testing costs.

I understand that by signing this form, I acknowledge that I have received, read, and fully understand the Company's Drug and Alcohol-Free Workplace Policy.

Print _____

Signature _____ Date _____



EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

Employee Name: _____

Job Title: _____

Date of Hire: _____

Acknowledgment of Receipt

I acknowledge that I have received a copy of the Employee Handbook for the Company.

I understand that:

- It is my responsibility to read and comply with the policies, procedures, and standards contained in this handbook.
- The handbook provides important information about the company's policies and benefits, and expectations, but it is not a contract of employment.
- My employment is at-will, meaning either I or the company may terminate employment at any time, with or without cause or notice.
- The company reserves the right to revise, add, or rescind policies or portions of the handbook at any time, with or without notice.
- If I have questions regarding the information contained in the handbook, I will contact Human Resources or my supervisor for clarification.

Signature: _____ Date: _____



Dear _____,

We are pleased to confirm your ongoing employment with **X Contracting, LLC / Greentech Services LLC** ("The Company") in the position of _____.

As part of our standardization and compliance process, we are formalizing employment records across all departments to ensure clarity and consistency.

Compensation & Benefits

Your current compensation, benefits eligibility, and job responsibilities remain unchanged. You will continue to receive the pay and benefits as previously established, including medical, dental, and vision coverage (where applicable), paid time off (PTO), and other benefits for which you are eligible under company policy.

Employment Status

Your employment with **The Company** is and will remain **at-will**. This means that either you or the company may terminate the employment relationship at any time, with or without notice, and with or without cause. No manager, supervisor, or representative of the company has authority to make any agreement contrary to this at-will relationship, unless such an agreement is in writing and signed by the Chief Executive Officer, Arnold Flores.

Company Standards

All employees are expected to perform their duties to the best of their abilities, follow company policies and procedures, and uphold the values of professionalism, teamwork, and integrity in the workplace.

Acknowledgment

Please sign and return this letter to confirm receipt and acknowledgment of your continued employment under the at-will terms of the company. This acknowledgment does not alter any existing pay, benefits, or role expectations.

We value your ongoing contribution to the success of our company and appreciate your partnership as we continue to grow.

Signature: _____ **Date:** _____



AUTHORIZATION FOR DIRECT DEPOSIT

Employee Name: _____

Select one option:

- This is my first direct deposit authorization
- This is a change to my current authorization

I hereby authorize X Contracting and/or GreenTech Services LLC. to deposit my payroll into a checking/savings account at:

Bank Name: _____

Routing Number: _____

Account Number: _____

- Changes to your direct deposit might take two payrolls to take effect.
- I authorize, if necessary, debit entries and adjustments for any credit entries made in error to my indicated accounts and the depository to credit and/or debit the same to each account

Signature: _____ **Date:** _____

OR

I do not have direct deposit. I would like X Contracting and/or Greentech Services LLC. to be paid with a Rapid Pay Card.

Signature: _____ **Date:** _____