

## Hiring FAQ

1. Do I have to submit an NNRJ application?  
Yes, we do not accept a resume in lieu of an application. We welcome an attached resume along with the application.
2. How do I submit an NNRJ application?  
You can access an application on-line. Print it and complete it. Mail or drop off.  
Mailing address: P.O. Box 1090, Warsaw, VA 22572 Attn. HR Department  
Physical address: 3908 Richmond Road, Warsaw, VA 22752
3. What happens if I submit an application and there are no job openings for the position I indicate or at all?  
We recognize the importance of fairness in creating an applicant pool. We will advertise a position opening, whether or not there have been applications submitted before that time, and build a pool from which to select the best candidate.
4. Does everyone who applies earn an interview?  
No. Candidates whose applications indicate best-fit information, such as availability, work history/experience, education level, etc. will be selected for an interview.
5. Will someone call me after I submit an application?  
You will be contacted if you are identified as a candidate for an interview.
6. What are the steps of hiring after an interview?  
An interview does not earn you the next step(s) of hiring. After interview, a candidate who is still being considered will then be offered one or more of the following steps, not necessarily indicating exact order: TABE test (before conditional offer), background check, fitness for duty tests, polygraph test, and physical and drug tests.
7. Does everyone who interviews get an opportunity for screening tests and checks?  
After interview, a candidate who is still being considered will then be offered one or more of the following steps, not necessarily indicating exact order: TABE test (before conditional offer), background check, fitness for duty tests, polygraph test, and physical and drug tests.
8. Will I definitely be hired if I pass the screening tests and checks?  
Not necessarily. You may be one of a few or several who pass the screening tests and checks. Then, we will decide who is best suited for the position that is open and provide a conditional offer to that individual. If no one is deemed suited, we may re-advertise for a larger pool from which to select.