



Application For Employment

JOB APPLICATION

Please Print All Information

Date: _____

Last Name:

First Name:

Middle Name:

Address:

City:

Street:

State:

Zip Code:

Telephone Numbers:

Social Security Number:

Position Applied For: _____

Salary or Hourly Rate expected: _____ week hour (circle one)

Have you ever been employed by us before?

Yes No

If Yes, Date:

Are you currently employed?

Yes No

May we Contact your present employer?

Yes No

Are you 18 Years or Older?

Yes No

Are you prevented from lawfully becoming employed in this country due to Visa or Immigration status?

Yes No

(Proof of citizenship or immigration status is required upon employment.)

You are Available to Work:

Full Time Part Time Temporary

Date you can Begin Work: [Click here and type]

Have you been convicted of a crime within the last seven (7) years?

Yes No

(Other than a traffic violation.) (Conviction will not necessarily disqualify an applicant from employment)

If Yes, Please Explain:



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EDUCATION

School Address	Credits Earned	Major	Diploma/Degree
High School:			
College:			
Technical/Other:			

List below all present and past employment for the past 3 years, beginning with your most recent. All times must be accounted for whether employed or not. Attach an additional sheet if necessary.

Name and Address of Company and Type of Business	From		To		Describe in detail work you did and your title	Weekly Start Salary or Hourly Rate	Weekly End Salary or Hourly Rate	Reason for Leaving	Name, Title and Phone Number of Your Supervisor
	MO	YR	MO	YR					

PERSONAL REFERENCES:

Name:	Company:	Phone:
Address:		Relationship:
City/ State/ Zip:		
<hr/>		
Name:	Company:	Phone:
Address:		Relationship:
City/ State/ Zip:		
<hr/>		
Name:	Company:	Phone:
Address:		Relationship:
City/ State/ Zip:		
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APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT

(Please read carefully before signing.)

"I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any final offer of employment. Upon timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me."

"I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Moreover, I understand that all offers of employment are contingent upon passing the company's prescribed physical examination and drug screen."

"I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept or urinalysis test if requested and paid for by the company I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere, I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me."

"In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right."

"I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that R.C.Home Painting, LLC. retains the right to amend, modify, add or delete any or all policies or procedures at its sole and absolute discretion."

"During my employment with R.C.Home Painting, LLC. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving R.C.Home Painting, LLC. in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying R.C.Home Painting, LLC or unless a representative or attorney of R.C.Home Painting, LLC. is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions."

This application is valid for sixty days from the application date unless renewed in person or in writing.

Applicant's Signature: _____ Date: _____



DRUG AND ALCOHOL POLICY

R.C. Home Painting, LLC strives to provide a safe work environment and encourages personal health. Concerning this, the company considers the abuse of drugs or alcohol on the job to be an unsafe and counter productive work practice. It is, therefore, company policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during working hours, will be subject to disciplinary action including discharge. (Company sponsored activities which may include the service of alcoholic beverages are not included in this provision. Discretion should be exercised by the employee to not overindulge in the consumption of alcohol.) Substance Abuse includes possession, use, purchase or sale of drugs or alcohol on company premises, (including the parking lots, client homes or job sites). It also includes reporting to work under the influence of drugs or alcohol. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee's status. Then the supervisor should consult privately with the employee with the observation, to rule out any problems that may have been caused by prescription drugs. If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee should not be allowed drive.

Prescription drugs prescribed by the employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescription drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated. It is the responsibility of the company's supervisor to counsel with an employee whenever they see changes in performance that suggests an employee problem.

Employees will be required to submit to drug and/or alcohol testing at a laboratory chosen by the company if there is a cause for reasonable suspicion of substance abuse. Employee will also be subject to random drug screening. Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated. Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:

- 1. Observed alcohol or drug abuse during work hours on company premises.*
- 2. Apparent physical state of impairment.*
- 3. Incoherent mental state.*
- 4. Marked changes in personal behavior that is otherwise unexplainable.*
- 5. Deteriorating work performance that is not attributed to other factors.*
- 6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.*
- 7. Or as required by any government programs such as the US Department of Transportation.*

If the test results are positive then termination will result. Employees who refuse substance testing under these circumstances will be terminated.

Printed Name:

Signature:

Date: