



## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, disability and any other classification protected by law.

Instructions: Please complete this form in blue or black ink. Fill in all information requested, even if attaching a resume. If you require additional space for answers, please use an additional sheet of paper. Incomplete applications will be discarded. Applications for employment are considered active for 30 days.

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s)	Social Security Number	(XXX-XX-XXXX)	

Position applied for (Please be specific. Applications for "any position" will be discarded)

Please circle the answer that applies:

If you are not a U.S. citizen, are you lawfully permitted to be employed in the United States? (YES /NO)

If you are under 18 years of age, can you provide required work permits? (YES/NO)

Have you been employed with us before? (YES/NO)

If yes to previous question, please give dates: \_\_\_\_\_

Employment desired (PART-TIME /FULL-TIME)

Have you ever been convicted of a criminal offense or arrested for any criminal offense which has not yet been settled? (YES /NO)

If yes, explain: \_\_\_\_\_

Personal References	
Name:	Numbers
Name:	Number:
Name:	Number:

*Effective by the date of hire I recognize and accept as a ten of hire, a 90-day probationary period with Redland Grading Company, Inc. I also understand if my job performance is unacceptable, I may be terminated during this period.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Race/Ethnic (Voluntary)

Please circle all that apply

(White) -all persons having origins in any of the original peoples in Europe, North America, or Middle East

(Black) -all persons having origins in any of the black racial groups of Africa

(Hispanic) -all persons of Mexican, Cuban, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

(Asian/Pacific Islander) -all persons having origins in any of the peoples of the Far East, Southeast, Asia, Korea, Japan, the Philippine Islands, or Samoa.

(American Indian/Alaskan Native) -all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

### Employment Experience (start with present/most recent)

Employment Dates:	Month	Year
Place of Employment:	Name	Telephone Number
Salary:	Start	Final
Type of Business:		
Position/Type of Work:		
Reason for Leaving:	Supervisors Name	

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May we contact your present or previous employer(s)? (YES / NO)

Signature

Date

**Redland Grading Company, Inc.**  
**Certification and Agreement**

**Please read the following statements carefully before**

As part of the organization's employment procedures, a routine background investigation may be made by an independent consumer-reporting agency. As part of this background investigation, I agree to the following:

- To have a criminal record and Driver's License history check.
- To submit to a test for the presence of drugs and/or alcohol.
- To allow a verification of previous employment and personal references.

I understand that these procedures could take place prior to, or at any time subsequent to any employment.

If the background or any subsequent investigation discloses any misrepresentation on the application form or information indicating that I am not suited for employment with Redland Grading Company, Inc., I will be refused employment, or, if already employed, terminated.

I understand and agree that, if hired, my employment with Redland Grading Company, Inc. is at will and for no definite period of time and I may be terminated at any time, for any reason, with or without notice (unless required by law).

I understand that all information about Redland Grading Company, Inc. is confidential and that only individuals designated by Redland Grading Company, Inc. are authorized to speak on behalf of the company. I also understand that certain information, such as employee compensation, is confidential and should only be discussed with those to whom I directly report. I understand and agree that, should I be employed by Redland Grading Company, Inc., I will not, at any time, communicate or reveal any business of Redland Grading Company, Inc. or any such information, records, files or matters contained therein, unless I have been specifically authorized to do so, and will otherwise refer such inquiries to my supervisor or designated authorized spokespersons. I also understand that any violation of the foregoing may result in progressive counseling up to and including grounds for termination of my employment.

In the event that I am employed by Redland Grading Company, Inc., I will comply with all the rules and regulations as set forth in the Redland Grading Company, Inc.'s Employee Handbook, policy manual or other communications distributed to all employees.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

This document is not a contract and no statements made by any representative of Redland Grading Company, Inc. should be considered a contract.

I understand that I have no expectation of privacy with regard to any property owned or operated by Redland Grading Company, Inc. I understand that Redland Grading Company, Inc.'s premises, equipment, machinery, storage, electronic systems and desks are subject to search at any time.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue work in the U.S., I will advise my immediate Redland Grading Company, Inc.'s supervisor and will follow up with the Administrative staff.

Please note that applications for employment are considered to be active for a period of 30 days. After this period of time, it will be necessary for you to file a new application form if you still wish to be considered for employment.

I hereby authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information and further authorize ongoing procurement of the above mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document. I hereby acknowledge that I have read and understand the above statements.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Redland Grading Company, Inc. Drug Testing Policy

The Redland Company, Inc. strives to provide a safe work environment. Therefore it is a must to take the following drug tests when necessary: Pre-Employment, Random, Post-Accident, Reasonable Suspicion and GDOT breath alcohol.

1 — Donor to test positive on any DOT drug or alcohol test

A — Termination

2 — Donor to test positive on any non-DOT test. Policy is as follows:

A — Offer rehab at employee's expense. Rehab must be approved from a list provided by Redland Grading Company, Inc. Once successfully completing the rehab, a job will be offered to the employee, but is not guaranteed the same pay scale or job description. All wages will be discontinued, as soon as the positive result is brought to Redland Grading Company, Inc.'s attention, and will not restart until the employee starts back to work.

B — After completion of rehab the employee will be placed on a two year probation program, drug tested at any time, including random testing. If the employee tests positive and/or is arrested for any drug related crime during this probation period, the employee will be terminated.

C — Once the employee has been officially notified, the employee is to report for testing. Failure to respond for drug testing without just cause subjects the employee to termination. In most cases, but not all, Redland Grading Company, Inc will supply transportation to the collection center.

a) — In reference to paragraph C, the following exceptions are noted: All employees

must report for post accident, and reasonable suspicion drug testing immediately.

**I have read and agree to abide by Redland Grading Company, Inc.'s Drug Testing Policy**

Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Informed Consent Form

### Application Policies:

- 1) We do not hire everyone who applies
- 2) We may not interview you today. We may or may not call you another day for an interview
- 3) We do not always make hiring decisions instantly. Depending upon the number of applicants, decisions may take several days.
- 4) Hiring decisions are based on a number of factors. We do not discuss the reasons for our hiring decisions with applicants, regardless of whether or not they are hired.
- 5) We will call if we have a job for you.
- 6) We are an Equal Opportunity Employer. The race, color, national origin, gender, religion or qualified disability of an applicant does not play a role in hiring decisions.

*I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.*

*I authorize the company to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the company any and all information they may have concerning my previous employment. In addition, I hereby release the company, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_