

# ALPINE PAINTING & SANDBLASTING

17 Florida Avenue • Paterson, New Jersey 07503 • Phone (973) 279-3200 • Fax (973) 279-3991 • www.AlpinePainting.com



## APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

An Equal Opportunity Employer / Drug Free Business

**Instructions:** This application must be filled out completely and signed in order to be considered. You are encouraged to attach a résumé and letter of interest. It is our policy to accept applications for open positions only. Applicants who are selected for interviews will be contacted by phone within two weeks of receipt of application materials. This application will remain in active status for 30 days.

Social Security Number (Voluntary now, required upon employment)

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

			-			-				
--	--	--	---	--	--	---	--	--	--	--

Position applying for: \_\_\_\_\_

### Personal Data

Name		How did you learn about the position?	
Street Address		<input type="checkbox"/> Monster.com	<input type="checkbox"/> Alpine Employee
City, State, ZIP Code		<input type="checkbox"/> CareerBuilder.com	<input type="checkbox"/> Web Page
		<input type="checkbox"/> Employment Security	<input type="checkbox"/> Walk-in
		<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other _____
Home Telephone (    )	Business Telephone (    )	Message Telephone (    )	Email Address
List other names under which you have attended school, been employed, or been known by:			

**EOE Statement:** Alpine Painting & Sandblasting Contractors is an Equal Opportunity Employer. It is the intent and resolve of Alpine Painting & Sandblasting Contractors to comply with the requirements and spirit of the law in implementing equal opportunity. In the recruitment, selection, training, utilization, promotion, termination, or any other personnel action, there will be no discrimination on the basis of race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status. Alpine Painting & Sandblasting Contractors fully complies with all government requirements for establishing and carrying through such policies. The selection of candidates for all positions will follow our Equal Opportunity policy.

### Personnel Actions

Date of 1 <sup>st</sup> Interview:	Date of 2 <sup>nd</sup> Interview:
Hire Date:	Starting Rate of Pay:

**Employment Record** List present or most recent experience first. *Statements such as “see resumé” do not substitute for completing any portion of the application.* Attach additional sheets as necessary.

Title	Duties		
Firm Name			
Street Address			
City	State		
Supervisor's Name	Telephone ( )	Starting \$	Ending \$
Dates of Employment (Mo/Yr—Mo/Yr)	Reason for leaving		
Title	Duties		
Firm Name			
Street Address			
City	State		
Supervisor's Name	Telephone ( )	Starting \$	Ending \$
Dates of Employment (Mo/Yr—Mo/Yr)	Reason for leaving		
Title	Duties		
Firm Name			
Street Address			
City	State		
Supervisor's Name	Telephone ( )	Starting \$	Ending \$
Dates of Employment (Mo/Yr—Mo/Yr)	Reason for leaving		

<b>Professional References</b>			
Name	Address	Telephone ( )	Title
Name	Address	Telephone ( )	Title
Name	Address	Telephone ( )	Title
Name	Address	Telephone ( )	Title

<b>Licenses and Certificates</b> List your professional licenses, permits, and certificates, including First Aid and CPR.				
License	Type	State	Effective Date	Expiration Date
License	Type	State	Effective Date	Expiration Date
License	Type	State	Effective Date	Expiration Date

## Education

Have you graduated from high school or received a GED certificate?  Yes  No

City, State, Zip \_\_\_\_\_

Name of High School \_\_\_\_\_

Type of School	Name of School	City, State, ZIP	Degree or Diploma	Major
Community or Technical College	_____	_____	_____	_____
	_____	_____	_____	_____
College or University (undergraduate)	_____	_____	_____	_____
	_____	_____	_____	_____
Other School	_____	_____	_____	_____

## Office Equipment / Computer Skills

Computer Operating Systems	Typing / Word Processing	Computer Software	Other Equipment
<input type="checkbox"/> DOS <input type="checkbox"/> Windows <input type="checkbox"/> Windows NT <input type="checkbox"/> Macintosh <input type="checkbox"/> Other	Keyboard speed: _____ WPM	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Other (list) _____	<input type="checkbox"/> Copiers <input type="checkbox"/> Fax <input type="checkbox"/> Ten-key SPM _____ <input type="checkbox"/> Multi-line phone <input type="checkbox"/> Other (list) _____
_____	_____	_____	_____
_____	_____	_____	_____

**CRIMINAL INFORMATION:** Have you been convicted of a crime?

Yes  No

If yes, list crime and the date of conviction. (Conviction does not necessarily bar you from employment)

\_\_\_\_\_

\_\_\_\_\_

## **Applicant's Certification and Agreement**

***Please read carefully***

### **ARBITRATION AGREEMENT**

I, the undersigned applicant, and the Company, for and on behalf of itself and all of its employees, mutually agree that in consideration of the company entertaining this application and other consideration that all claims, dispute, differences and controversies between myself and the Company or the Company and me, shall exclusively be resolved and settled through final and binding arbitration. Such claims shall include, but are not limited to employment, civil rights, discrimination and retaliation claims. Arbitration shall exclusively be conducted and administered by the American Arbitration Association and its National Rules for the Resolution of Employment Disputes. The arbitrator may reallocate any administrative fee or cost applicable to the employee under these rules upon a showing by the employee that the cost or administrative fee imposes a prohibitive cost on said employee. The arbitrators shall have the sole and exclusive right to decide and determine all issues of arbitrability and jurisdiction. The parties stipulate and agree that all arbitrations shall be pursuant to the Federal Arbitration Act, and any claim to a right of trial by jury and appeal is waived and judgment upon an Award may be entered in any court. The parties agree that any party who files a judicial or administrative action asserting claims subject to this agreements, and if the other party successfully stays such action or compels arbitration of such claims, the party filing such action shall pay the other party's costs and attorney's fees incurred in seeking such stay and/or compelling arbitration. Should one or more of the provisions of this Agreement be found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement will not be affected. I state that I have been given sufficient time to read the provisions of this Agreement and to ask questions.

### **OTHER AGREEMENTS**

I hereby certify that the information provided in this application and in any accompanying materials is true and complete, and that there is no misrepresentation or falsification in any of the statements or answers to questions. I agree that if investigation discloses any misrepresentation or falsification, such disclosure will constitute grounds for rejection of application or immediate dismissal from employment.

I hereby consent to and authorize any of my former employers to furnish any and all relevant information concerning my previous employment record. In addition, I consent to and authorize the educational institutions that I attended to furnish any and all relevant information concerning my educational background.

I release all parties concerned with any request for information from all claims, liability, and damages for whatever reason arising out of furnishing this information. If employed, I agree that Alpine Painting & Sandblasting Contractors may provide references in the future regarding my work history while in their employ.

I understand that my employment is contingent upon providing proof of employment eligibility and identity and I will present the necessary documents when asked.

A photocopy of this release shall have the same effect as the original.

**I have read and understand all of the requirements on this application, including the obligation to resolve disputes through binding arbitration.**

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

# ALPINE PAINTING & SANDBLASTING CONTRACTORS

## DRUG AND ALCOHOL TESTING

THE USE OF ILLEGAL DRUGS, THE ABUSE OF PRESCRIPTION DRUGS AND THE ABUSE OF ALCOHOL BY ITS EMPLOYEES ARE OF UTMOST CONCERN TO ALPINE PAINTING & SANDBLASTING CONTRACTORS. (THE "COMPANY"). EMPLOYEES WHO USE ILLEGAL DRUGS, ABUSE ALCOHOL OR ABUSE PRESCRIPTION DRUGS ARE MORE LIKELY TO SUFFER INDUSTRIAL ACCIDENTS, WORK AT A LESS EFFICIENT RATE, MISS MORE TIME FROM WORK, AND CREATE AN UNDUE RISK OF HARM TO THEMSELVES, THEIR CO-WORKERS, AND THE GENERAL PUBLIC. FOR THESE REASONS, THE COMPANY HAS IMPLEMENTED AN EXTENSIVE DRUG, ALCOHOL AND FIREARMS POLICY.

THE MANUFACTURE, USE, SALE OR POSSESSION OF NARCOTICS, DRUGS OR CONTROLLED SUBSTANCES OR THE CONSUMPTION OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR DRUGS WHILE ON THE JOB OR ON COMPANY PROPERTY OTHER THAN THE POSSESSION OF DRUGS PRESCRIBED BY A PHYSICIAN, ARE PROHIBITED ACTIVITIES UNDER THE POLICY. THE USE OF MARIJUANA, WHICH IS A SCHEDULE I CONTROLLED SUBSTANCE UNDER FEDERAL LAW, IS EXPRESSLY PROHIBITED UNDER THIS POLICY EVEN IF ITS MEDICAL USE IS AUTHORIZED UNDER STATE LAW.

THE COMPANY WILL TEST ALL APPLICANTS CONSIDERED FOR EMPLOYMENT FOR ILLEGAL DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCE USE PRIOR TO THE EXTENSION OF ANY OFFER OF EMPLOYMENT. ALL APPLICANTS ARE REQUIRED TO CONSENT TO DRUG AND ALCOHOL TESTING. APPLICANTS MUST SUBMIT THEIR APPLICATION PROCESSING FEE PRIOR TO TESTING. AT THE COMPANY'S DISCRETION, APPLICANTS WILL BE REQUESTED TO IMMEDIATELY SUBMIT A SPECIMEN FOR ON SITE TESTING OR WILL BE REQUIRED TO REPORT TO A COLLECTION FACILITY WITHIN 24 HOURS OF THE COMPANY'S REQUEST. APPLICANTS WHO PASS THE TEST (I.E., TEST NEGATIVE FOR ALL PERTINENT SUBSTANCES) WILL BE REIMBURSED FOR THE APPLICATION PROCESSING FEE.

ALL APPLICANTS WHO TEST POSITIVE FOR THE USE OF ILLEGAL DRUGS, ALCOHOL, OR CONTROLLED SUBSTANCES OTHER THAN DRUGS LEGALLY PRESCRIBED BY A PHYSICIAN WILL NOT BE CONSIDERED FOR EMPLOYMENT WITH THE COMPANY AND THE APPLICATION PROCESSING FEE WILL NOT BE REFUNDED. AN APPLICANT WHO TESTS POSITIVE MAY REAPPLY TO THE COMPANY UPON PRESENTING PROOF OF SATISFACTORY COMPLETION OF AN ASSESSMENT/REHABILITATION PROGRAM APPROVED BY THE COMPANY, AND BY SIGNING A LAST CHANCE AGREEMENT. IF THE APPLICANT TESTS POSITIVE ON A SECOND PRE-EMPLOYMENT TEST, HE/SHE WILL BE INELIGIBLE FOR EMPLOYMENT AND WILL BE DENIED AN OPPORTUNITY TO REAPPLY.

RESULTS OF AN INITIAL PRE-EMPLOYMENT URINE SCREEN RULED DILUTE BY THE TESTING LABORATORY, OR BY ON SITE TECHNOLOGY USED, BY REASON OF LOW SPECIFIC GRAVITY OR CREATININE WILL BE RULED INCONCLUSIVE. A NEGATIVE TEST RESULT IS REQUIRED PRIOR TO EMPLOYMENT. THE APPLICANT IS ENTITLED TO SUBMIT TO A SECOND SCREEN AT HIS OR HER OWN EXPENSE WITHIN 24 HOURS OR IMMEDIATELY WHERE ON SITE COLLECTION IS REQUESTED BY THE COMPANY. IF THE APPLICANT REFUSES, OR IF THE SECOND SCREEN IS CONFIRMED DILUTE, THE APPLICANT WILL BE DENIED EMPLOYMENT WITH THE COMPANY AND THE APPLICATION PROCESSING FEE WILL NOT BE REFUNDED.

AN APPLICANT WHO FAILS TO FULLY COOPERATE WITH COLLECTION SITE PERSONNEL, ENGAGES IN ANY CONDUCT WHICH CREATES REASON TO BELIEVE A URINE SPECIMEN HAS BEEN ALTERED, ADULTERATED OR SUBSTITUTED, FAILS TO REPORT TO THE COLLECTION SITE WITHIN THE PRESCRIBED TIME, OR PRODUCES A SPECIMEN THAT IS OUT OF NORMAL TEMPERATURE RANGE, WILL NOT BE CONSIDERED FOR EMPLOYMENT WITH THE COMPANY AND THE APPLICATION PROCESSING FEE WILL NOT BE REFUNDED.

IF THE SPECIMEN IS DEEMED INADEQUATE FOR NOT MEETING THE MINIMUM QUANTITY REQUIREMENTS, THE ORIGINAL INSUFFICIENT SPECIMEN SHALL BE DISCARDED AND THE APPLICANT WILL BE ALLOWED UP TO 2 HOURS TO ATTEMPT TO PROVIDE A SATISFACTORY SPECIMEN. IF THE APPLICANT LEAVES THE COLLECTION SITE OR IS STILL UNABLE TO PROVIDE AN ADEQUATE SPECIMEN, THE APPLICANT WILL BE DENIED EMPLOYMENT WITH THE COMPANY AND THE APPLICATION PROCESSING FEE WILL NOT BE REFUNDED.

COLLECTION OF URINE, BLOOD, HAIR, SALIVA AND/OR BREATH SPECIMENS FOR TESTING SHALL BE CONDUCTED AT A DESIGNATED COLLECTION SITE. ALL TEST SPECIMENS SHALL BE PROPERLY IDENTIFIED AND HANDLED WITH APPROPRIATE CHAIN OF CUSTODY PROCEDURES. AN EXPLANATION OF THE CHAIN OF CUSTODY PROCEDURES UTILIZED BY THE COLLECTION/TESTING FACILITY WILL BE MADE AVAILABLE TO ANY APPLICANT UPON REQUEST.

IN ORDER TO ENSURE FAIRNESS, THE LABORATORY SHALL RETAIN A SUFFICIENT PORTION OF THE URINE SPECIMEN TO BE MADE AVAILABLE FOR CONDUCTING INDEPENDENT TESTING BY A CERTIFIED INDEPENDENT LABORATORY OF THE APPLICANT'S OWN CHOOSING, THE COST OF WHICH SHALL BE BORNE BY THE EMPLOYEE/APPLICANT. A REQUEST FOR SUCH INDEPENDENT TESTING MUST BE MADE IN WRITING WITHIN TWO WORKING DAYS OF BEING ADVISED OF THE INITIAL POSITIVE TEST RESULTS. IF THE RE-TEST RESULTS PROVE NEGATIVE A SECOND COLLECTION AND TEST WILL BE ALLOWED. IF THE RESULTS OF THE SECOND TEST OF THE INITIAL SPECIMEN OR THE TEST OF THE SECOND SPECIMEN PROVE POSITIVE, THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT.

THE RESULT OF ALL DRUG AND ALCOHOL TESTS SHALL REMAIN CONFIDENTIAL AND SHALL NOT BE DISSEMINATED TO FELLOW EMPLOYEES OR ANY OTHER THIRD PARTIES, OTHER THAN THE APPROPRIATE COMPANY REPRESENTATIVE(S) AND AS PERMITTED BY APPLICABLE LAW WITHOUT APPLICANT'S APPROVAL. IN THE EVENT TESTING RESULTS BECOME RELEVANT IN ANY LEGAL PROCEEDINGS INVOLVING THE TESTED APPLICANT, THE FOREGOING CONFIDENTIALITY LIMITATIONS SHALL NOT APPLY TO TEST RESULTS DISCLOSED DURING SUCH PROCEEDINGS.

COPIES OF ALL DOCUMENTS RECEIVED BY THE COMPANY INCLUDING BUT NOT LIMITED TO TEST RESULTS, COMPUTER PRINTOUTS, GRAPHS, CHARTS, INTERPRETATIONS, AND CHAIN-OF-CUSTODY FORMS SHALL BE MADE AVAILABLE UPON REQUEST TO THE APPLICANT WHO IS TESTED. SUCH REQUESTS MUST BE RECEIVED IN WRITING.

ALPINE PAINTING & SANDBLASTING CONTRACTORS WILL CONDUCT DRUG AND/OR ALCOHOL SCREENING OF ALL EMPLOYEES UNDER THE FOLLOWING CONDITIONS: FOR CAUSE, RANDOM, AS PART OF A RETURN TO WORK AGREEMENT OR LAST CHANCE AGREEMENT, AND AS REQUIRED BY CLIENT CONTRACT, STATE OR FEDERAL REGULATIONS. A REFUSAL TO SUBMIT TO TESTING WILL RESULT IN IMMEDIATE TERMINATION.

**DRUG AND ALCOHOL TESTING  
ACKNOWLEDGEMENT AND AUTHORIZATION**

I ACKNOWLEDGE THAT AS AN APPLICANT I AM SUBJECT TO ALPINE PAINTING & SANDBLASTING'S PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING REQUIREMENTS. FURTHER, I UNDERSTAND THAT IF EMPLOYED, COMPLIANCE WITH THE ALPINE PAINTING & SANDBLASTING'S DRUG AND ALCOHOL POLICY IS A CONDITION OF CONTINUING EMPLOYMENT AND FAILURE TO COMPLY WILL RESULT IN DISCIPLINE UP TO AND INCLUDING TERMINATION. I AGREE TO COMPLY WITH ALL OF ALPINE PAINTING & SANDBLASTING'S DRUG AND ALCOHOL TESTING REQUIREMENTS. I HEREBY AGREE TO SUBMIT TO DRUG AND ALCOHOL TESTING AS REQUIRED BY ALPINE PAINTING & SANDBLASTING'S POLICY.

I AUTHORIZE THE TESTING FACILITY TO DISCLOSE TO THE DESIGNATED COMPANY REPRESENTATIVE(S) THE RESULTS OF ANY AND ALL TESTS IT PERFORMS TO ASCERTAIN THE PRESENCE OF ANY DRUGS OR ALCOHOL IN MY URINE, BLOOD, SALIVA, HAIR OR BREATH SPECIMENS. RESULTS THAT MAY BE DISCLOSED SHALL INCLUDE INFORMATION RELATED TO THE PRESENCE OF DRUGS IN SUCH SPECIMENS. THE USE OF SUCH RESULTS BY THE COMPANY SHALL BE LIMITED TO DETERMINING MY ELIGIBILITY FOR EMPLOYMENT AS AUTHORIZED BY COMPANY POLICY OR APPLICABLE LAW.

I AUTHORIZE THE COMPANY REPRESENTATIVE TO DISCLOSE ALL RELEVANT INFORMATION INCLUDING ANY AND ALL TEST RESULTS TO THE COMPANY MEDICAL REVIEW OFFICER (MRO), EMPLOYEE ASSISTANCE PROGRAM (EAP), AND IF REQUIRED BY LAW OR CONTRACT, TO OUTSIDE AGENCIES AND/OR CUSTOMER(S).

\_\_\_\_\_  
DATE COMPLETED

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
COMPANY REPRESENTATIVE

\_\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_\_  
SIGNATURE



## ALPINE PAINTING & SANDBLASTING CONTRACTORS

### AUTHORIZATION TO OBTAIN CONSUMER REPORT PURSUANT TO 15 U.S.C. 1681b(b)(2)(B).

I authorize Alpine Painting & Sandblasting Contractors to obtain a consumer report for employment purposes. I understand that an inquiry may include, but is not limited to: criminal records, motor vehicle records, credit records, address verification, civil court records, bankruptcy records, personal or professional references, education verification and copies of prior personnel files. An inquiry may be made as part of a pre-employment screening process as well as at any time during the course of employment with the company. No additional notice or authorization shall be needed for future inquiries and to obtain additional consumer reports.

Name of Authorizing Consumer: \_\_\_\_\_  
(Please Print)

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

Signature of Authorizing Consumer: \_\_\_\_\_

This authorization and disclosure is pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681b(b)(2)(B).

Note: The FCRA requires that a consumer must authorize in advance the procurement of a consumer report for employment purposes.

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**The purpose of listing the date of birth and the social security number is limited to a means of identification purposes only in conducting a background screening. Alpine Painting & Sandblasting Contractors. recognizes and abides by the Age Discrimination in Employment Act (ADEA) as well as state and local Equal Employment Opportunity Commission (EEOC) laws. "The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are over 40 years of age."**