

# HASCO

## Employment Information

### **APPLICATION FOR EMPLOYMENT**

All candidates for employment with HASCO must fully complete, date, and sign the company's standard employment application form. (A resume will not be accepted in lieu of a completed employment application.) The application form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information.

The company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information.

The completed employment application form will be made part of the personnel file of those applicants accepted for employment.

An employment application form completed by an applicant not selected for available openings will be maintained in an active file and reviewed as suitable openings occur.

### **CONFIRMATION OF PREVIOUS EMPLOYMENT**

It is the policy of HASCO to request information from a prospective employee's previous employer(s) in order to obtain the prospective employee's work record as it pertains to his/her application for employment.

### **IMMIGRATION LAW COMPLIANCE**

HASCO is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment and in compliance with the federal Immigration and Reform Control Act (IRCA) of 1986, each new employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, a state-issued identification card, or similar document such as a school I.D. with photograph, voter's registration card, or military service record.

An employment eligibility document is a Social Security card, a birth certificate, or an immigration document.

If proper identity and employment eligibility documents are not provided, an employee will not be allowed to continue employment.

An employee will not be allowed to continue employment without providing proper identification documents.

## **MEDICAL EXAMINATION**

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, the medical examination will be conducted by a company-appointed physician at the company's expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

Current employees may also be required to undergo medical examinations. When necessary, these exams will evaluate an employee's ability to perform the essential functions of the position or need for possible accommodation. Such examinations will be conducted for all employees in the same job category and will be scheduled at reasonable times and intervals. The exams will be conducted at the employer's expense.

## **DRUG TESTING**

HASCO is committed to providing a safe, efficient, and productive environment for all employees; therefore, job applicants and current employees may be asked to provide body substance samples (such as urine and/or blood) to determine illegal use of drugs or alcohol. Any applicant who fails the drug test will not be accepted for employment. Any employee who refuses to submit to drug testing is subject to disciplinary action up to and including termination of employment. Questions concerning this policy should be directed to your immediate supervisor.

## **MOTOR VEHICLE RECORD (MVR) INQUIRY**

Employees may be expected to drive company vehicles and must provide the company with current and acceptable motor vehicle driving information. Employment and/or assignment will be conditional pending the receipt of a satisfactory report from the Department of Motor Vehicles.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

HASCO was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, or disability, which if needing accommodation, may be reasonably accommodated as required by law.

We work hard at HASCO to promote the fulfillment of human potential and equal employment. We will take action to ensure that all qualified minority group individuals, women, disabled persons, and disabled or Vietnam Era veterans are given the opportunity to know of openings, are encouraged to seek promotions, are considered for promotion opportunities, and, when qualified, are hired or promoted.

All phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other

compensation, transfer, layoff, termination, recall, use of all facilities, and participation in all company-sponsored activities, will be administered so as to further the principle of equal employment opportunity.

### **AFFIRMATIVE ACTION PLAN**

HASCO shall continue to base decisions on employment so as to further the principles of equal employment opportunity by hiring and employing qualified, reliable, productive employees without regard to race, color, religion, sex, age, national origin, veteran's status, and mental or physical disability. In order to implement this policy, the company has adopted an affirmative action program.

HASCO will cooperate with federal, state, or local government agencies who have the responsibility of observing our actual compliance with various laws relating to employment. The company will furnish such reports, records, and other matters as requested in order to foster the program of equal opportunity for all persons regardless of race, color, religion, sex, age, national origin, disabled or Vietnam Era veteran status, or physical or mental disability.

The company has a designated Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer is responsible for coordinating all aspects of the Equal Employment Opportunity process to assure non-discrimination and compliance with all applicable orders and guidelines. Questions and/or complaints concerning equal employment opportunity should be directed to the company's Equal Employment Opportunity Officer.

### **EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)**

Title I of the Americans With Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The Americans With Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the Americans With Disabilities Act, HASCO will:

- identify the essential functions of a job;
- determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and,
- determine whether a reasonable accommodation can be made for a qualified individual.

## **CATEGORIES OF EMPLOYEES**

Employees are designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and do not receive overtime pay.

In addition to the non-exempt or exempt classification, employees are divided into the following categories for the purpose of compensation and benefit eligibility. Company policies apply to all categories of employees.

### **FULL-TIME**

Employees hired full time (40 hours or more) on a full work week basis for a continuous and indefinite period of time are considered full-time employees for all compensation and benefit purposes.

### **PART-TIME**

Employees whose work schedule is less than full time (less than 40 hours) on a full work week basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for some benefits by specific reference only.

### **TEMPORARY**

Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.



# Employment Application

Date: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

How were you referred to us: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

S.S: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

If you are under 18 and we require a work permit can you furnish one: Yes\_\_\_ No\_\_\_

Have you ever worked for this Company: Yes: No: If Yes, When? \_\_\_\_\_

Are you a Citizen of the United States? Yes: No: If not, do you have work papers? \_\_\_\_\_

Type of Employment desired: Full Time: Part Time: \_\_\_\_\_

Have you ever plead "guilty" or "no contest" to or been convicted of a crime? Yes\_\_\_ No\_\_\_

If Yes please give dates and explain: \_\_\_\_\_

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will taken into consideration.

\*\*Must have Copy of a Valid Divers License or State ID and Social Security Card\*\*

## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Did you graduate? Yes No

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Did you graduate? Yes No

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

## REFERENCES

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

## Past Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employers Name: \_\_\_\_\_ # Yrs/Months Worked: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Pay: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employers Name: \_\_\_\_\_ # Yrs/Months Worked: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Pay: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employers Name: \_\_\_\_\_ # Yrs/Months Worked: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Pay: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any special skills or experience that you have that you think would be beneficial to HASCO? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Drug-Free Workplace Policy

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## INTRODUCTION

In response to federal requirements for drug-free workplaces, and in keeping with HASCO's concern for the health and safety of its workforce, the following Drug-Free Workplace Policy has been instituted.

This policy certifies the company's intent to maintain a drug-free workplace. The first section describes the prohibitions of this policy such as the manufacture, distribution, sale, possession or use of a controlled substance in the workplace.

In addition, this policy creates a Drug Awareness Program that provides information on the dangers of workplace drug use to all employees as well as information about available private and community treatment facilities. The last section of this policy lists the disciplinary actions that employees will face for any violation of HASCO's Drug-Free Workplace Policy. Finally, an employee acknowledgement must be signed and dated by each employee who receives a copy of this policy.

The Drug-Free Workplace Act specifically requires HASCO to notify each employee that, as a condition of employment, each employee must:

- Comply with the company's Drug-Free Workplace Policy; and
- Notify HASCO of any conviction for a drug-related offense committed in the workplace within five (5) days of the conviction.

Any employee who violates this company policy will be subject to disciplinary action up to and including termination of employment.

## **PROHIBITIONS**

HASCO's Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company supplied vehicles, or during working hours.
2. Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on company premises or while on company business or while in company supplied vehicles.
3. Storing in a locker, desk, automobile or other repository on company premises any controlled substance whose use is unauthorized.
4. Being under the influence of a controlled substance on company premises or while on company business, or while in company supplied vehicles.
5. Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the individual's work performance, their own or the safety of others at work, or the company's regard or reputation in the community.
6. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.
7. Failure to notify HASCO of any conviction under criminal drug statutes for a workplace offense within five (5) days of the conviction.
8. Refusal to sign a statement to abide by HASCO's Drug-Free Workplace Policy.

## **AUTHORIZED USE OF PRESCRIPTION MEDICINE**

An employee undergoing prescribed medical treatment with any drug which may alter their physical or mental ability must report this treatment to their supervisor who will determine whether a temporary change in the employee's job assignment is warranted during the period of treatment.

## **DRUG AWARENESS PROGRAM**

To assist employees and their families to understand and avoid the perils of drug abuse, HASCO has developed a comprehensive Drug Awareness Program. The company uses this program in an educational effort to prevent and eliminate drug abuse that may affect the workplace.

The Drug Awareness Program will inform employees about:

- dangers of drug abuse in the workplace,
- HASCO's Drug-Free Workplace Policy,
- availability of treatment and counseling for employees who voluntarily seek such assistance, and
- disciplinary actions for violations of HASCO's Drug-Free Workplace Policy.

Employees of HASCO are our most valuable resource and, for that reason, their health and safety is our number one concern. Any drug use which imperils the health and well being of our employees or threatens our business will not be tolerated. The use of illegal drugs and abuse of other controlled substances on or off duty is inconsistent with the law abiding behavior expected of citizens. Employees who use illegal drugs or abuse other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. This, in turn, can result in increased costs, delays and risks to HASCO's business.

Drug use in the workplace puts the health and safety of the abuser and all other workers around them at increased risk. Employees have the right to work in a drug-free environment. In addition, drug abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers.

Early recognition and treatment of drug abuse is important for successful rehabilitation. Whenever feasible, HASCO will assist employees in overcoming drug abuse by providing information on treatment opportunities and programs. However, the decision to seek diagnosis and accept treatment for drug abuse is primarily the individual employee's responsibility.

Employees with drug abuse problems should request assistance from management. HASCO will treat all such requests confidentially and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request HASCO's assistance in dealing with a drug abuse problem may do so without jeopardizing their continued employment, provided they strictly adhere to the terms of their treatment and counseling program. At a minimum, these terms include the immediate cessation of any use of drugs, and participation, where required by a program, in periodic unannounced testing for a twenty-four (24) month period following enrollment in the program.

Voluntary requests for assistance from employees will not, however, prevent disciplinary action for violation of HASCO's Drug-Free Workplace Policy.

HASCO has instituted a zero tolerance level program. HASCO is committed to maintaining a safe workplace free from the influence of drugs. All employees are hereby notified that HASCO will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued thereunder, as well as, when applicable, any more stringent rules created by other federal agencies.

HASCO's Drug Awareness Program does not create an employment contract between the employer and employee. Furthermore, HASCO has the sole right to modify the policy and program at any time.

## **DISCIPLINARY ACTIONS**

1. A violation of HASCO's Drug-Free Workplace Policy is subject to disciplinary action, up to and including termination of employment, at the company's sole discretion.
2. In addition to any disciplinary action, the company may, in its sole discretion, refer the employee to a treatment and counseling program for drug abuse. Employees referred to such a program by the company must immediately cease any drug use, may be subject to periodic unannounced testing for a period of twenty-four (24) months, and must comply with all other conditions of the treatment and counseling program. HASCO shall determine whether an employee it has referred for drug treatment and counseling should be temporarily reassigned to another position for safety reasons.
3. HASCO will promptly terminate any employee who tests positive for drugs while undergoing treatment and counseling for drug abuse.

## **NOTICE TO ALL PERSONNEL OF DISCIPLINARY POLICY**

This is a formal notice of HASCO's intent to take disciplinary action, up to and including termination of employment, against any employee who violates HASCO's Drug-Free Workplace Policy.

HASCO's Drug-Free Workplace Policy prohibits the use, sale, distribution, manufacture or possession of all controlled substances as listed in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Company policy also prohibits the performance of work or presence at any company building, facility, equipment or work area/site while under the influence of a controlled substance.

## **DISCIPLINARY ACTION**

**1st Offense** Suspension for 5 working days without pay to immediate termination

**2nd Offense** Immediate termination

# HASCO

## Drug-Free Workplace Policy Employee Acknowledgement

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### Read and Sign Immediately

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I acknowledge, understand, and/or agree that:

- I have received a copy of the Drug-Free Workplace Policy for Employees of HASCO.
- I have carefully and thoroughly read the Drug-Free Workplace Policy for Employees of HASCO.
- I understand the requirements of the Drug-Free Workplace Policy for Employees of HASCO and agree, without reservation, to follow this policy.

Employee's Name Printed \_\_\_\_\_

Location/Department \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Authorized Witness \_\_\_\_\_

## Consent for Drug/Alcohol Screen Testing

I \_\_\_\_\_, have been fully informed by my potential employer of the reasons for this urine test for drug and/or alcohol. I understand what I am being tested for, the procedure involved, and do hereby freely give my consent. In addition, I understand that the results of this test will be forwarded to my potential employer and become part of my record.

If this test result is positive and for this reason I am not hired, I understand that I will be given the opportunity to explain the results of this test.

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

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

Witness: \_\_\_\_\_

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

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