



# PACIFIC COAST SUPPLY, LLC

4290 Roseville Road North  
Highlands, CA 95660  
Phone (916) 971-2301

# Employment Application

## AN EQUAL OPPORTUNITY EMPLOYER

DATE OF APPLICATION: \_\_\_\_\_

PACIFIC COAST SUPPLY, LLC., ("the company") is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to legally protected status, which may include race, color, religion, sex, sexual orientation, national origin, citizenship status, marital or veteran status, disability, medical condition, age, or other protected status.

POSITION(S) APPLIED FOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_  
*(If you were referred by a current employee please indicate his/her name.)*

### 1. PERSONAL INFORMATION (PLEASE PRINT)

NAME IN FULL: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle

CURRENT ADDRESS: \_\_\_\_\_  
Number Street How long?  
\_\_\_\_\_  
City State Zip

TELEPHONE NUMBER: Primary (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER?  YES  NO IF NO, CAN YOU FURNISH A WORK PERMIT?  YES  NO

HAVE YOU EVER BEEN EMPLOYED OR APPLIED FOR EMPLOYMENT WITH PACIFIC COAST SUPPLY, LLC. OR ANY OF THE PACIFIC COAST BUILDING PRODUCTS FAMILY OF COMPANIES?  YES  NO

IF YES, PLEASE SPECIFY DATES, LOCATIONS AND WHETHER OR NOT YOU WERE HIRED: \_\_\_\_\_

IF EMPLOYED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.?  YES  NO  
*(Proof of citizenship or immigration status will be required if employed.)*

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMODATION?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE THAT HAS NOT BEEN EXPUNGED, SEALED, PARDONED, ANNULLED, DISCHARGED, STATUTORILY ERADICATED OR DISMISSED UPON CONDITION OF PROBATION?  YES  NO RECORD

*NOTE: Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation may be taken into account.*

**California applicants:** When answering, you need not identify any conviction for a marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program.

**Nevada applicants:** Nevada applicants need only disclose convictions for felonies, and within the last 7 years, misdemeanors which resulted in imprisonment.

**Utah applicants:** You may answer No with respect to any conviction for a misdemeanor or summary offense.

**Washington applicants:** Answer "Yes" only if the conviction or release from imprisonment was within the last ten 10 years, or related to the functions of the position for which you are applying.

If Yes, describe the nature of the offense, the date of the offense, and the surrounding circumstances (attach additional sheets if necessary): \_\_\_\_\_

ON WHAT DATE WOULD YOU BE AVAILABLE TO WORK? \_\_\_\_\_

SALARY EXPECTATIONS? \_\_\_\_\_

*Complete if applying for a non-DOT driving position. (If DOT position – use DOT application)*

DO YOU HAVE A VALID DRIVER'S LICENSE?  YES  NO

STATE ISSUED: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

*(Motor Vehicle Report from the state(s) of issue is required prior to being hired.)*

**2. EMPLOYMENT EXPERIENCE AND MILITARY SERVICE**

Start with your current or most recent job including military service (if any).

*THIS SECTION MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME.*

<b>1. EMPLOYER:</b> _____ ADDRESS: _____ JOB TITLE: _____ SUPERVISOR/TELEPHONE: _____ REASON FOR LEAVING: _____	DATES FROM (mo/yr)   TO (mo/yr)	WORK PERFORMED _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HOURLY RATE / SALARY Starting   Final	

<b>2. EMPLOYER:</b> _____ ADDRESS: _____ JOB TITLE: _____ SUPERVISOR/TELEPHONE: _____ REASON FOR LEAVING: _____	DATES FROM (mo/yr)   TO (mo/yr)	WORK PERFORMED _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HOURLY RATE / SALARY Starting   Final	

<b>3. EMPLOYER:</b> _____ ADDRESS: _____ JOB TITLE: _____ SUPERVISOR/TELEPHONE: _____ REASON FOR LEAVING: _____	DATES FROM (mo/yr)   TO (mo/yr)	WORK PERFORMED _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HOURLY RATE / SALARY Starting   Final	

<b>4. EMPLOYER:</b> _____ ADDRESS: _____ JOB TITLE: _____ SUPERVISOR/TELEPHONE: _____ REASON FOR LEAVING: _____	DATES FROM (mo/yr)   TO (mo/yr)	WORK PERFORMED _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HOURLY RATE / SALARY Starting   Final	

<b>5. EMPLOYER:</b> _____ ADDRESS: _____ JOB TITLE: _____ SUPERVISOR/TELEPHONE: _____ REASON FOR LEAVING: _____	DATES FROM (mo/yr)   TO (mo/yr)	WORK PERFORMED _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HOURLY RATE / SALARY Starting   Final	

**3. EDUCATION**

	ELEMENTARY	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRAD/PROFESSIONAL
SCHOOL NAME:				
CITY/STATE:				
YEARS COMPLETED:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
DIPLOMA/DEGREE:	N / A			

OTHER: Please list any specialized training, apprenticeship, skills and professional licenses or technical/trade school. Also, please summarize special skills, qualifications, or experience with software programs you have acquired that are relevant to the position(s) applied for: \_\_\_\_\_

**4. STIPULATION FOR EMPLOYMENT CONSIDERATION**

I hereby certify that all of the information provided by me in this Application and during the hiring process is complete and accurate. I understand that providing false or incomplete information in this Application or during the hiring process will result in denial of employment or termination of employment, regardless of the timing or circumstances of discovery.

I authorize investigation of all statements contained in this Application or during the hiring process. I also authorize the references, employers, educational institutions and other persons or entities whom I have identified to furnish the Company and/or its representatives, agents or vendors with any and all information they may have about me, personal or otherwise. I agree to release the Company, its representatives, agents or vendors and all persons and entities furnishing information to the Company, and to hold them harmless, from any claim, liability or damage that may arise in connection with furnishing such information.

I understand that submission of an Application does not guarantee employment. I also understand and agree that, if hired, my employment with the Company will be on an "at will" basis, which means that my employment can be terminated by me or by the Company at any time, for any reason or no reason at all, with or without cause, and with or without prior notice. I also understand and agree that nothing which is said or done during the interview process or during my employment is intended to create any different kind of employment relationship, and that the "at will" employment relationship cannot be changed except by a written agreement signed and dated by me and the President of the Company which specifically states that the "at-will" employment relationship is being changed and which sets forth the terms of the new employment relationship.

I understand and agree that, if hired, I will comply with the Company's rules, policies and procedures at all times during my employment, including the Smoke Free Workplace policy, the Drug Free Workplace Policy, the Confidential Information and Inventions Policy, and the Information Systems Policy. I understand that due to the nature of the Company's business, regular attendance and punctuality are essential functions of any job for which I am hired and that poor attendance or tardiness will result in disciplinary action, up to and including termination.

I understand and agree that any offer of employment may be conditioned on taking and passing a pre-employment medical examination and drug screening and that the Company may request a background check. Upon request, I agree to take a drug test and/or a physical examination at the time and place designated by the Company, and I understand that if I fail to pass or cooperate with, or attempt to affect the results of, a pre-employment medical examination or drug screening, any employment offer will be withdraw or my employment will be terminated if I have already been hired. I agree to release the Company and its owners, directors, officers, employees, agents, and related entities, and any laboratories, testing facilities, background check agencies, and vendors, and to hold them harmless, from any claim, liability or damage which may arise from any such pre-employment medical examination, drug screening or background check.

I understand that, if hired, I will be required, as a condition of employment and continued employment, to agree to arbitrate any employment related disputes in accordance with the Company's Arbitration of Disputes policy, which provides, generally, that any disputes which arise from my employment relationship will be resolved exclusively by final and binding arbitration.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, AND UNDERSTAND AND AGREE TO, ALL OF THE ABOVE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_