

COURTLAND HEARTH AND HARDWARE

Bel Air – Fallston - Forest Hill - White Marsh

Please circle location(s) of interest

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

DATE ____/____/____ Full time _____ Part time _____

NAME _____
LAST FIRST MIDDLE MAIDEN

Present Address _____
Number Street Town State Zip

How Long _____

If at current address less than 2 yrs. List previous address:

Social Security No. _____ - _____ - _____

Telephone # (____) _____

Cell Phone # (____) _____

Email _____

If under 18, please list age _____

Position applied for (1) _____

Salary desired _____

(Be Specific)

Days/Hours available to work

No pref _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

Do you have any limitations with heavy lifting (50 lbs or more)? YES _____ NO _____

IF YES, EXPLAIN _____

How many hours can you work weekly? _____ Can you work nights until 8pm? _____

What date are you available for work? _____

Still in high school? Present grade _____

When did you graduate from high school? _____ Where? _____

Do you have any college credits? _____ How many? _____ Where? _____

Business or trade school _____ Where? _____ Subject _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES _____ NO _____

If yes, explain number of conviction(s) nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been in the Armed Forces? Yes _____ No _____

Are you now a member of the National Guard? Yes _____ No _____

Specialty _____ Date entered _____ Discharge Date _____

WORK EXPERIENCE ----- Please list your work experience, **beginning** with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets (or use back if necessary).**

Name of employer _____

Address _____ Town _____ State _____ Zip _____

Phone # of supervisor _____ Name _____

Employed from (month/year) _____ to _____

Job title _____ Rate of pay at start _____ Ending pay _____

Reason for leaving _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company

Name of employer _____

Address _____ Town _____ State _____ Zip _____

Phone # of supervisor _____ Name _____

Employed from (month/year) _____ to _____

Job title _____ Rate of pay at start _____ Ending pay _____

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company

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Job title _____ Rate of pay at start _____ Ending pay _____

Reason for leaving _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes _____ NO _____

NAME _____ PHONE# _____

Did you complete this application yourself? Yes _____ NO _____
If not, who did and why? _____

DO YOU HAVE A VALID DRIVER'S LICENCE? Yes _____ NO _____

WHAT IS YOUR MEANS OF TRANSPORTATION TO WORK? _____

Driver's License

Number _____ State _____

Have you had any accidents during the past three years? _____ How many? _____

Have you had any moving violations in the past three years? Yes _____ No _____

How many points are on your driving record? _____

Please list two references other than relatives or previous employers

NAME _____ NAME _____

Position _____ Position _____

Company _____ Company _____

Phone # _____ Phone # _____

Signature of Applicant _____

Date _____

Interviewed by _____ Date _____

Courtland Hearth & Hardware Inc.

Drug Free Workplace Policy

Courtland Hearth & Hardware prides itself on being a fun, fast and friendly place to work. As a result, we want to maintain a **safe** and **productive** work environment. Drugs and alcohol can have a harmful effect on safety and productivity in the workplace. Therefore, the company has implemented a Drug Free Workplace (DFW) Policy. This policy applies to all applicants (including rehires) who are conditionally offered a job and all employees of Courtland Hearth and Hardware covered by this DFW Policy. Questions regarding the DFW Policy may be directed to the management of the company.

POLICY PROHIBITIONS; The company's DFW Policy, simply stated is, to become or remain an employee of Courtland Hearth and Hardware, a person may NOT, while on company time or premises, use, sell, solicit, possess or distribute alcohol or drugs, or have present in their body alcohol (above a certain level) or drugs. "Premises" include parking lots and company vehicles. In addition, employees are strictly prohibited from engaging in the following conduct while on company time or premises: **1)** Being under the influence or testing positive for drugs or alcohol. **2)** Refusing to sign the consent form. **3)** Refusing to submit to a required screen/test. **4)** Failing to appear for a screen/test as directed or at a scheduled time. **5)** Attempting to or actually submitting, adulterating, tampering with a specimen or otherwise interfering with the collecting or testing process. **6)** Failing to produce a testable specimen (e.g. insufficient volume or out of acceptable temperature range). **7)** Refusing to produce a subsequent specimen(s) when required by the company or collection site. **8)** Failing to advise a supervisor or manager of the use of prescription or over-the-counter that the employee is aware may alter his/her ability to perform the essential function of his/her job or present a safety risk. **9)** Otherwise refuse to cooperate with the terms of this policy.

TESTING; Within the limits of federal, state and local laws, the company reserves the right to examine and screen/test for the presence of drugs and/or alcohol. Each specimen will be tested first by an initial screening test. If that test is positive, a second "confirmatory" test will be performed. The company will be told of a positive test result only if both the initial screening and the confirmatory tests are positive, and the positive result is thereafter verified and released by an independent testing facility. Applicants or employees may be asked to submit a urine, blood or other specimen for screening/testing for drugs and/or alcohol in the following circumstances:

Pre-Employment- All offers of employment may be conditional on a negative drug test. A positive test result or refusal to test will result in withdrawal of the conditional job offer.

Reasonable Cause- Employees may be tested for drugs/alcohol when, in the company's opinion, there is reasonable cause to believe the team member is under the influence of drug or alcohol as allowed by applicable federal, state or local law.

Post Accident- Employees may be tested for drug/alcohol when he/she, while on company time or premises: **1)** injures themselves or causes another to be injured; **2)** causes or is involved in a workplace accident; **3)** operates or helps to operate machinery, equipment or a vehicle involved in an accident; or **4)** causes or is involved in damage to company equipment or property.

Random Testing- Employees may be tested for drugs/alcohol in a random testing program which would involve the testing of employees at an undisclosed scheduled time and date, determined by and known only to the management. This random testing program would be in addition to any Pre-Employment testing, Reasonable Cause testing or Post Accident testing in an effort to maintain a safe and productive workplace.

CONSEQUENCES FOR POLICY VIOLATIONS; Employees who violate any of the above-listed policy prohibitions are subject to discipline, up to and including termination at the company's sole discretion.

CONFIDENTIALITY; The Company will keep drug/alcohol test results and other related test information as confidential as possible, consistent with applicable state or local law.

NON-DISCRIMINATION; In accordance with the requirements of the Americans with Disabilities Act, the company does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in the use of illegal drugs and who do not otherwise violate the provisions of this Policy/Consent Form, including but not limited to individuals who **1)** have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaged in such use; or **2)** have otherwise been rehabilitated successfully and are no longer engaged in such use.

DEFINITIONS:

Drug- means a controlled substance as defined by the federal or state-controlled substance act(s) and inhalants. The company tests for amphetamines, cocaine, marijuana, opiates, and phencyclidine. The term “drug” does not include the use of substances obtained and taken under supervision and in accordance with prescriptions or other instructions issued by a licensed health care professional or other drugs otherwise authorized to be used under federal or state-controlled substances act(s).

Under the influence of alcohol-means the presents of alcohol in an individual’s system that exceeds a blood alcohol content of .05.

Under the influence of drugs- means the presents of drugs in an individual’s system at or above the cut-off levels established by the U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration.

Company time- means time during which the employee is being paid to work or represent the company’s interest. This includes all paid breaks and meal periods.

THIS POLICY/CONSENT FORM SUPERSEDES ALL PREVIOUS DRUG FREE WORKPLACE POLICES AND/OR CONSENT FORMS AND MAY BE CHANGED AT ANT TIME, WITH OR WITHOUT NOTICE. THIS POLICY/CONSENT FORM DOES NOT CREATE A CONTRACT OF EMPLOYMENT.

Courtland Hearth & Hardware, Inc.
Drug Free Workplace Policy Consent Form

1. I have received, read and understand Courtland Hearth & Hardware, Inc.'s Workplace Policy / Consent form. I agree to follow Courtland Hearth & Hardware, Inc.'s Policy on drugs and/or alcohol and understand failure to follow it may result in disciplinary action, up to and including termination.
2. I understand that I may be asked to pass a drug screen / test to be hired by Courtland Hearth & Hardware, Inc. I also understand that if I am hired, I might have to take a drug and/or alcohol test upon request during the course of my employment.
3. I agree to provide my urine, breath, blood or other specimen(s) for screening / testing for drugs and/or alcohol whenever deemed necessary by the company.
4. I consent to the specimen(s) being collected at the assigned collection site(s) and further consent to have urine specimen(s) tested at a U.S. Department of Health and Human Services / Substance Abuse and Mental Health Services Administration (HHS/SAMHSA) certified laboratory or Maryland Department of Health and Mental Hygiene certified laboratory.
5. I consent to the release of test results to Courtland Hearth & Hardware, Inc., to the company's insurance carrier or any other allowed or required by applicable federal, state or local law.
6. I understand I will be given the opportunity to discuss a positive drug test result with the management of Courtland Hearth & Hardware, Inc. I understand Courtland Hearth & Hardware, Inc. may contact my health care provider(s) or others to verify any information I have supplied about why the test was positive (such as being on prescription medication). I authorize my health care provider or others to give Courtland Hearth & Hardware, Inc. this information.
7. I release Courtland Hearth & Hardware, Inc., the laboratory, the collection site, my health care provider(s), or others who verify information I have supplied, and their respective employees, agents, and affiliates from any and all liability in connection with a test and specimen collection, or any employment action taken as a result of a test and specimen collection.
8. I agree that, as allowed by applicable law, the information relating to the test (including its results) may be disclosed by Courtland Hearth & Hardware, Inc., the laboratory, the collection site, my health care provider(s), or others who verify information I have supplied, and their respective employees, agents and affiliate, if I challenge the results of the test, or if I take any action as a result of a test in any kind of administrative, judicial, legal or other proceedings relating to my employment or potential employment, including but not limited to worker's compensation, unemployment compensation or other proceedings.

Employee Signature

Date

I am the parent/guardian of _____, and I acknowledge that I understand Courtland Hearth & Hardware, Inc.'s Drug-Free Workplace Policy / Consent form and I hereby consent to his/her participation.

Parent / Guardian Signature

Date