



EMPLOYMENT

APPLICATION

P.O. Box 6, Collins, NY 14034



Dear Applicant:

We appreciate your interest in Disaster Relief. We are proud of our growing success and expanding market presence in the region. We are always looking for conscientious and dependable employees to join our staff. Our company is committed to creating a best-in-class work environment built to ensure both the quality of our service and the safety of our customers.

We are looking for self-motivated individuals who thrive in fast moving environments; are able to manage time effectively and meet deadlines; have proven communication skills; and are able to effectively manage a variety of situations on a day-to-day basis. Although experience is preferable, we also provide training and instruction. We are eager to meet people who are naturally aligned with and motivated to pursue our mission, goals and principles. Our business consists of many technical aspects and every applicant should expect, if hired, to learn each area.

We take the application process very seriously and there are several components to our hiring process. Filling out the application does not guarantee an interview or consideration for hire. There are steps that must be taken, including several background and medical checks that must be completed before an offer of employment is made. These steps are outlined within this application. You must fill out this entire packet and sign the Acknowledgement to be considered for any position within our organization.

Please be aware that we are not always hiring but are happy to accept applications and will keep them on file for positions that become available in the future. If we are currently hiring, upon review of fully completed applications, we would telephone prospective applicants and schedule an in-person interview.

Thank you for applying.

Sincerely,

Robert Timmel
President



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Please list all addresses for the past 20 years (use another sheet if necessary)

Address 1: _____
Street Address Apartment/Unit #
City State ZIP Code

Address 2: _____
Street Address Apartment/Unit #
City State ZIP Code

Address 3: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

How did you hear about us?: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

License and/or Certifications

Do you have a license, certification, or other authorization to practice a trade or profession? YES NO

Type of License: _____ License #: _____

Description: _____ Supervisor: _____

Type of License: _____ License #: _____

Description: _____ Supervisor: _____

Type of License: _____ License #: _____

Description: _____ Supervisor: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Training

Other training you received (i.e. work training programs). Please estimate training hours received.

Course/Program: _____ Hours: _____

Course/Program: _____ Hours: _____

Course/Program: _____ Hours: _____

Course/Program: _____ Hours: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and, to the best of my knowledge and belief, are true and correct. Any false statements made are punishable as a Class A Misdemeanor under Section 210.45 of the Penal Law and may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with existing pre-employment physical and drug testing policy, I may be required to submit to a physical examination and urinalysis test as a condition for employment. Applicants may also be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Signature: _____ Date: _____

APPLICATION INFORMATION & PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

Disaster Relief adheres to all federal, state and local laws regarding equal employment opportunity that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, gender (including pregnancy), national origin, age (40 or older), disability or genetic information and any other legally protected status. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

We provide equal opportunities for all employees and applicants for employment without regard to any service, past, present, or future, in the uniformed services of the United States. It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

BACKGROUND & REFERENCE CHECKS

1) Criminal & Consumer Background Check

Disaster Relief requires a criminal and consumer background check for all applicants who receive a conditional offer of employment. This section is for applicants' information and acknowledgment. An offer of employment may be extended to an applicant prior to the completion of the criminal background check; however, the first day of work would not commence prior to satisfactory completion of the check.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Disaster Relief. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the applicant may still be eligible for employment with Disaster Relief.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant will be disqualified from further employment consideration in any position with the company due to falsification of an application.

2) Reference(s) Check

It is the policy of Disaster Relief to check all employment references provided by the applicant.

3) Driver Criteria

Disaster Relief requires applicants to have a valid, current Driver's license to operate a company vehicle on company business.

4) Health Examination

Disaster Relief requires a medical examination (paid for by the company) be obtained for certain positions to determine if applicant is able to perform the duties of the position. No exam will be required without first providing an offer of employment, but work would not begin without passing the exam.

APPLICANT'S ACKNOWLEDGMENT

In exchange for the consideration of my job application by Disaster Relief (hereinafter called the "Company") I certify that the answers given herein and during the entire application process (including but not limited to any criminal record inquiries made following this application, resumes, attachments to this application, interviews or otherwise (if applicable) are true and complete to the best of my knowledge.

I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to authorize the Company to contact my former employers, references and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give the Company (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I understand that I may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, take a driver's examination, submit to a background investigation, medical examination or take a pre-employment drug test. If I am offered employment and subsequently start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results and of any medical/drug/alcohol tests to any state or federal authority requesting such information and in response to a valid subpoena or other legal document. I agree to sign any additional forms necessary for pre-employment checks and/or tests to be conducted.

I understand that, in connection with the routine processing of this application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it as required by the Fair Credit Reporting Act.

I expressly understand that, IF HIRED, my employment is not for a specific term, is based upon mutual consent and may be terminated at any time by the Company or me with or without notice or cause. I further understand that no oral promise, Company policy, custom, business practice or other procedure (including personnel handbook or policies and procedures manuals) constitute an employment contract or modification of the at-will employment relationship between the Company and myself (if hired). I also understand that my at-will employment status with the Company may only be altered in an individual case or generally in writing signed by the President of the Company.

Applicant Signature

Date