



Application for Employment

An Equal Opportunity Employer

Clean Air America, Inc. has a strong commitment to provide a safe, secure and drug-free workplace for its employees. We are an equal opportunity employer, dedicated to providing a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information

Name: _____

Present Address: _____

Permanent Address: _____

City _____ State _____ Zip Code _____

Social Security #: _____ Telephone #: _____

Position Applying for: _____

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by Clean Air America, Inc.? If yes, please list.

How were you referred to Clean Air America, Inc.? _____

Have you ever been convicted of a felony or misdemeanor? _____ If so, please explain. _____

Do you have any objections to participating in a drug testing prior to employment? _____

Do you possess a valid driver's license? _____

Are you able to travel out of state, if necessary? _____ If no, please explain. _____

II. Education

School	Address	Years completed	Diploma/ Degree?

III. Employment Record

Please include all employment for the last five years. List current or most recent employer first.

1. _____
 Company Name _____ Position Held _____

 Address _____ Dates Employed _____

 City _____ State _____ Zip Code _____

 Manager/Supervisor _____ Telephone # _____ Wage/Salary _____
 Reason for leaving _____

2. _____
 Company Name _____ Position Held _____

 Address _____ Dates Employed _____

 City _____ State _____ Zip Code _____

 Manager/Supervisor _____ Telephone # _____ Wage/Salary _____
 Reason for leaving _____

3. _____
 Company Name _____ Position Held _____

 Address _____ Dates Employed _____

 City _____ State _____ Zip Code _____

 Manager/Supervisor _____ Telephone # _____ Wage/Salary _____
 Reason for leaving _____

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

IV. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? _____
2. Do you have any objection to working overtime? _____
3. Can you work overtime without prior notice? _____
4. Can you work on Saturday? _____
5. Can you work on Sunday? _____

V. Salary/Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require? \$ _____

VI. References (Please do not include relatives or former employers.)

1. _____
 Name _____ Years known _____

 Address _____ Telephone # _____

 City _____ State _____ Zip Code _____

 Occupation (Please describe) _____
2. _____
 Name _____ Years known _____

 Address _____ Telephone # _____

 City _____ State _____ Zip Code _____

 Occupation (Please describe) _____
3. _____
 Name _____ Years known _____

 Address _____ Telephone # _____

 City _____ State _____ Zip Code _____

 Occupation (Please describe) _____

I certify that all the information in this application is true and accurate to the best of my knowledge.

Signature

Date

DRUG AWARENESS POLICY

Clean Air America, Inc. has a strong commitment to provide a safe, secure and drug free workplace for its employees and to comply with federal and state laws. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of our employees. This policy applies to all employees of Clean Air America.

The use, possession, sale, transfer, purchase or being under the influence of drugs by employees at any time on company business time or in a situation involving the company, its employees, customers, or suppliers is prohibited. Employees must not report for duty or be on company property while under the influence of, or have in their possession, any illegal drugs. Employees who are found receiving or purchasing drugs on company property or while on company time are subject to disciplinary action up to and including discharge.

If an employee is consuming a prescription or over-the-counter medication that is being used for a purpose for which it was not prescribed or manufactured, warns of causing drowsiness or other similar side effects, whether it is prescribed by a physician or not, should notify his/her supervisor prior to reporting to work so that an evaluation can be made regarding fitness for performing all work duties safely.

“Alcohol” means ethyl alcohol (ethanol) and includes all beverages, mixtures, or preparations that contain ethylalcohol.

A “drug” is any substance that has known mind or function altering effects upon the human body or that impair the ability to safely perform his/her work, specifically including, but not limited to, all prescription and over the counter medications, all psychoactive substances, all controlled substances, all substances classified as illegal under Federal or State law, all “synthetic or designer” drugs, all “look alike or counterfeit drugs and all drug paraphernalia.”

“Under the influence” means that condition where any of the body’s sensory thinking or motor functions or capabilities are altered, impaired, diminished or affected due to alcohol or drugs. “Under the influence” also means any detectable presence of alcohol or drugs within the body.

Violation of this policy will result in one of the following forms of corrective actions; immediate discharge, suspension, probation, or written warning. The seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will all be taken into consideration in determining the proper action taken.

The company may conduct searches on company premises without prior notice for drugs and drug paraphernalia, including searches of employee’s personal property such as vehicles, packages, briefcases, purses, lunch boxes, pockets, company desks, file cabinets and lockers. Such searches may be conducted with the assistance of specially trained dogs. Each employee is expected to cooperate and consent to such a search as a condition of continued employment with the company.

All applicants will be provided a copy of the Drug Awareness Policy. All applicants who are to be considered for employment will be given a post offer drug screening before becoming an employee. If an applicant has a positive screening, the conditional offer of employment will be revoked.

All employees will be subject to random drug testing during employment with Clean Air America. A positive screening of drugs will subject the employee to disciplinary action.

Drug testing will be required of all involved personnel, after any accident requiring professional medical treatment or damage to company property or equipment. Employees who are involved in accidents will be tested as part of the process of investigating or documenting the accident. Refusal to submit to such screening will result in one of the following corrective actions: immediate discharge, suspension, probation or written warning.

The company may require employees to be tested where circumstances or work place conditions justify it. Drug testing will be required for all employees taking Department of Transportation physical examinations for Driver Certification.

I, _____, do hereby certify and acknowledge that I have received and read the “Clean Air America, substance abuse and testing policy. Furthermore, I agree to conduct my actions so as not to violate this policy, and I understand that violation of the policy could be grounds for immediate dismissal from employment. I authorize the results of these tests be released to Clean Air America or any of its agents. I release and hold the treating physician, laboratory and medical facility harmless for the release of this information. I also release and hold harmless “Clean Air America”, or any of its agents, officers and employees for the use of this information for employment purposes.

Signature

Date