

CRINC



APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION: ___/___/___

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital status or disability.

NAME: _____ EMAIL: _____
FIRST M.I. LAST

ADDRESS: _____ PHONE: _____
STREET APT/UNIT #

CITY STATE ZIP CODE

POSITION APPLIED FOR: _____ DATE AVAILABLE: ___/___/___

HOURS PREFERRED: FULL TIME PART TIME DESIRED PAY: \$ _____

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

HAVE YOU WORKED FOR CRINC PREVIOUSLY? YES NO

IF YES, WHEN? _____

HAVE YOU BEEN CONVICTED OF A FELONY IN THE PAST 7 YEARS? YES NO

IF YES, EXPLAIN _____

A conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

WHAT LANGUAGES DO YOU SPEAK AND WRITE FLUENTLY?

(IF JOB REQUIRES ADDITIONAL LANGUAGES)

LIST: _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

ARE YOU IN LAY OFF AND SUBJECT TO RECALL? YES NO

Disclaimer and signature

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize CRINC, L.C. to make such investigations and inquiries into my personal, employment, financial and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. I also understand that I am required to abide by all the rules and regulations of the Company. There will not be an individual employment contract between the Company and me. My employment would be "at will." That is, either the Company or I can terminate the employment relationship at any time. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

SIGNATURE: _____ DATE: ___/___/___

EDUCATION

HIGH SCHOOL: _____ FROM : ____/____/____ - ____/____/____

DID YOU GRADUATE? YES NO DEGREE/DIPLOMA: _____

COLLEGE: _____ FROM : ____/____/____ - ____/____/____

DID YOU GRADUATE? YES NO DEGREE/DIPLOMA: _____

PREVIOUS EMPLOYMENT

COMPANY: _____ JOB TITLE: _____

LENGTH OF EMPLOYMENT: _____

RESPONSIBILITIES: _____

COMPANY: _____ JOB TITLE: _____

LENGTH OF EMPLOYMENT: _____

RESPONSIBILITIES: _____

COMPANY: _____ JOB TITLE: _____

LENGTH OF EMPLOYMENT: _____

RESPONSIBILITIES: _____

REFERENCES

Please list three professional references

① NAME: _____ PHONE: _____

COMPANY: _____ RELATIONSHIP: _____

② NAME: _____ PHONE: _____

COMPANY: _____ RELATIONSHIP: _____

③ NAME: _____ PHONE: _____

COMPANY: _____ RELATIONSHIP: _____

DRUG AND ALCOHOL TESTING POLICY

I. Statement of Purpose

CRINC recognizes the problems of substance abuse in society and in the workplace. Substance abuse poses a serious threat to our employees, customers and CRINC. By enacting a drug testing policy, we hope to combat the problems associated with substance abuse in the workplace.

Our drug testing policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol free environment. Our intention is to prevent and eliminate substance abuse in our workplace. We encourage those who use drugs or who abuse alcohol to seek help in overcoming their problem before it results in loss of employment.

With these basic objectives in mind, CRINC has established the following program and policies for a drug and alcohol free workplace. I. Drug and Alcohol Testing Programs

A. Pre-Employment Substance Abuse Screening Program

1. Drug Testing. CRINC may conduct pre-employment drug tests of prospective Plant Production employees.

The prospective employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only show or make use of, information regarding alcohol or drugs in the body.

To be considered qualified for employment with CRINC, we must receive a "negative" report on the drug screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated. Any conditional offer of employment that has been extended will be withdrawn.

2. Alcohol Testing. CRINC may conduct alcohol tests of prospective employees to whom a conditional offer of employment has been made. The alcohol test is designed to prevent hiring individuals who abuse alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath or its equivalent, is considered a positive alcohol test result and violates this policy. The prospective employee may provide any information which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To be considered qualified for employment with CRINC, we must receive a "negative" report on the alcohol screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated. Any conditional offer of employment that has been extended will be withdrawn.

B. Employee Substance Abuse Screening Program

An active Plant Production employee may be requested or required to submit to a drug or alcohol test under any of the following circumstances:

1. Reasonable Suspicion. A specific active Plant Production employee may be required to submit to a drug test if CRINC has evidence that the employee is using or has used drugs in violation of CRINC's written policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

*Observations made at work, such as direct observation of drug use or the physical symptoms of being impaired by drug use.

*Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

*A report, by a reliable and credible source, of drug use.

*Evidence that an individual has tampered with any drug test during the individual's employment with the current employer.

*Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Iowa's Occupational Safety and Health Act (Iowa Code Chapter 88) or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed \$1000 (One Thousand Dollars).

*Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used or transferred drug while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination.

a. Pre-Result Suspension. Prior to CRINC receiving the results of the employee's drug test, the employee's employment with CRINC may be suspended, without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay, as provided in Iowa Code section 730.5(10)(b).

2. Accidents - Injuries. CRINC may conduct drug or alcohol testing in investigating accidents which result in an injury (greater than first aid) to a person for which injury, if suffered by an employee, a record report would be required under Iowa's OSHA law (Iowa Code Chapter 88) or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed \$1000 (One Thousand Dollars).

b. Pre-Result Suspension. Prior to CRINC receiving the results of the employee's drug test, the employee's employment with CRINC may be suspended, without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay, as provided in Iowa Code section 730.5(10)(b).

3. Random - Unannounced Testing. CRINC may conduct drug testing on a random and unannounced basis of Plant Production employees who are scheduled to be at work at the time the testing is conducted.

C. Testing Logistics

1. Alcohol Testing. CRINC has determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath or its equivalent, is considered a positive alcohol test result and violates this policy. At the time the sample is collected, the employee may provide any information which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription medication currently or recently used or other relevant medical information.

2. Drug Testing. CRINC has determined to conduct controlled substance, or "drug," testing in an attempt to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. At the time the sample is collected, an employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of, information regarding drugs in the body. Testing will be measured by nanograms per milliliter.

3. Test Scheduling. Drug or alcohol testing shall normally occur during a regular work period. The time required for testing, including travel time, is considered work time for purposes of the FLSA, compensation and benefits.

4. Test Costs. The actual costs for testing of both prospective employees and employees are paid by CRINC. If the test sample collection is conducted at a place other than the employee's normal work site, CRINC will provide transportation or pay reasonable transportation costs to the employee.

5. Collection of Samples. The collection of samples shall be performed under sanitary conditions and with regard for the privacy of the individual from whom the sample is obtained. If the sample collected is urine, procedures shall be established to provide for individual privacy, unless there is a reasonable suspicion that a particular individual previously altered or will alter a sample.

At the time of testing, urine samples shall be split into two components in the presence of the person from whom the sample was obtained. The second component shall be of sufficient quantity to allow for a second, independent confirmatory test. All sample collection, storage and transportation shall be performed so as to reasonably preclude the possibility of sample contamination, adulteration or misidentification.

6. Communication of Test Results. Employees shall be notified in writing of the results of the test, the employee or prospective employee's right to request and obtain a confirmatory test and the fee payable by the employee to CRINC for reimbursement of expenses concerning the test via certified mail, return receipt requested. If the employee is a minor, such notice also will be provided to the parent of the employee by certified mail, return receipt requested. Employees may obtain a second confirmatory test by notifying CRINC, in person or in writing, of the request for a second confirmatory test, identifying an approved laboratory to conduct the test and paying the fees associated with the confirmatory test all within seven (7) days from the date the test results were mailed to the employee. The results of the second confirmatory test shall be reported to the MRO who reviewed the initial test, and the MRO shall issue a report to CRINC. If the confirmatory test does not confirm the initial test results, CRINC shall reimburse the employee any fee paid and the initial test shall not be considered a confirmed positive test result for the purposes of taking disciplinary action. If an employee has been suspended without pay during the pendency of any test result and subsequently is reinstated, CRINC will pay the employee back pay for the period of the suspension plus interest.

CRINC shall notify prospective employees in writing of the results of the test, the name and address of the MRO who made the report and of the prospective employee's right to request records regarding the same.

II. Employee Discipline in Connection with a Drug or Alcohol Test

Below is a list of uniform requirements for what action CRINC will take against the employee upon receipt of a confirmed positive drug or alcohol test.

1. Refusal to Submit to a Drug or Alcohol Test. An employee's refusal to submit to a drug or alcohol test under the terms of this policy will result in the termination of employment. A prospective employee's refusal to submit to a drug test shall result in the termination of the application process and/or the withdrawal of any conditional offer of employment. A "refusal to submit" to a drug test shall include a refusal to provide a sample when requested, the alteration of any sample, the adulteration of any sample or the dilution of any sample.

2. Positive Drug Test Results. A confirmed positive drug test is considered grounds for termination.

3. First Positive Alcohol Test Results. An employee who tests positive for alcohol who's alcohol concentration level is .04 or greater expressed in terms of grams of alcohol per two hundred ten liters of breath will result in CRINC's requirement that the employee enroll in a rehabilitation, treatment or counseling program. The mandatory rehabilitation program will include addictive drug or alcohol testing. Participation and successful completion of the program will be a condition of continued employment with CRINC. Following the employee's mandatory rehabilitation, he/she will be subject to testing for drug and alcohol use for a period of time to be determined by CRINC. The employee will be expected to pay for rehabilitation.

a. CRINC shall not take any adverse employment action against the employee so long as the employee complies and successfully completes the requirements of rehabilitation, treatment and/or counseling.

b. The employee testing positive for alcohol must have been employed by CRINC for at least 12 (twelve) of the previous 18 (eighteen) months from the date of testing to qualify for mandatory rehabilitation. If this requirement is not met, the employee will be terminated.

4. Second Violation. If an employee who has previously tested positive for alcohol after the effective date of this policy, tests positive on a second occasion regardless of when the first positive test occurred, the employee will be terminated.

DRUG TESTING

POLICY ACKNOWLEDGEMENT

THIS IS CRINC'S POLICY FOR DRUG TESTING. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE BEEN GIVEN A COPY OF THIS POLICY, THAT YOU HAVE READ THIS POLICY AND THAT YOU UNDERSTAND AND AGREE TO COMPLY WITH THIS POLICY. YOU FURTHER UNDERSTAND AND AGREE THAT THIS POLICY IS NOT A CONTRACT OF EMPLOYMENT THAT YOUR EMPLOYMENT IS AT WILL AND THAT YOU OR CRINC MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, OR FOR NO REASON AT ALL.

SIGNATURE: _____

DATE: _____

_____/_____/_____