

# Employment Application – Cover Page

**Thank you for your interest in joining our team! Before you begin the employment application process, we want to share a little information about us so that you can better understand who we are as a company and what we expect of our employees.**

## About the Company (Who We Are)

United Pallet Services, Inc. is one of the largest pallet manufacturing companies in the state of California. We manufacture new pallets and crates, repair existing pallets, sort pallets, offer other pallet related services, and manufacture the patented pointGUARD® Plastic Pallet Protection Products. Our innovative history dates back to 1992 when Empire Pallet and Riverbank Pallet merged their individual and unique pallet offerings to form one dynamic company. Since that time, we have grown to employ over 120 employees and have expanded to over 18 acres. On a normal day, we usually handle/ship between 15,000 - 20,000 pallets. Our future is bright as we continue to expand our product base.

## Our Mission (What We Do):

United Pallet Services, Inc. is a company built on hard work and dedication to our customers and our employees. It is our goal to have unsurpassed customer service, innovative & quality wood products, and a dedicated & caring workforce. We work hard so that we can invest and grow in the future of our organization, in the lives of our employees, and to give back to the community in which we live.

## Our Values (What We Believe):

United Pallet Services is dedicating itself to abiding by the following priorities:

- **People First:** To be respectful of our employees, co-workers, vendors and customers by treating them how we would want to be treated, to always be mindful for everyone's safety in all situations, and to invest in the lives of our employees.
- **Excellence in our Work:** To take pride in our craftsmanship by giving our very best in all that we do.
- **Accountable to the Bottom Line:** To always be aware that profitability is the driving force of business, so we should always be mindful of our fiscal responsibility.
- **Committed to a Higher Purpose:** To work to honor God in all that we do.



## Our Expectations of our Employees:

- Be ready and willing to learn
- Do your best
- Be safe
- Be truthful
- Be respectful
- Work as a team





Employment Application

We provide equal employment opportunities to all qualified applicants and employees without discrimination with regard to race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, transitioning status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by law ("Protected Characteristics"). We also prohibit discrimination based on the perception that anyone has any of those Protected Characteristics, or is associated with a person who has or is perceived as having any of those Protected Characteristics.

Applicant Information

Full Name: Last First M.I. Date:

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

Phone: Email

Date Available:

Position Applied 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 United Pallet Services, Inc.?

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

How were you referred to United Pallet Services, Inc.? Facebook Craig's List Friend/Relative Other

If other, please explain:

Employment Authorization

We are required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identity and their right to employment in the United States. Your employment is contingent upon providing this documentation and keeping it current with us throughout your employment. To meet this obligation, you must provide the Company with documentation establishing your identity and legal right to work in the United States. This documentation must be presented at time of hire or as required by law. You may not work until the verification process has been completed.

Are you authorized to work in the U.S.? YES NO

## Education / Technical Training History

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

Tech Training /College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_

Address: \_\_\_\_\_

Did you graduate? YES NO  
  Degree: \_\_\_\_\_

## References

*Please list three professional references. Please do not include relatives or former employers.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment (Past Five Years)

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

**Military Service**

What training/experience did you receive that relates to this job?

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**Work Availability**

1. When are you available to start work? \_\_\_\_\_

2. What days of the week can you work?  
\_\_\_\_\_

3. Do you have any objections to working overtime? YES  NO

4. Can you travel if required by this position? YES  NO

5. Do you have any questions about the job? YES  NO

**Salary / Hourly Rate Requirments**

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

\$ \_\_\_\_\_ per \_\_\_\_\_

### Employment At Will

*In consideration of my employment, I understand that all employees of the Company, including me if I am hired, are employed at will. This means that we may change your terms and conditions of employment at any time, with or without advance notice or cause. It also means you may terminate your employment at any time, for any reason, and we have the same right to terminate your employment at any time for any reason. This at-will relationship cannot be modified during your employment unless we enter into a detailed written agreement signed by you and the President of United Pallet Services, Inc.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Substance Use and Abuse Acknowledgement

*Substance Use and Abuse Acknowledgement. I understand and acknowledge that the Company has a zero-tolerance policy for substance use and abuse in the workplace. I understand that I must report for work fit to perform my job each day of employment. I understand and agree that the Company may require me to undergo marijuana, drug and/or alcohol testing at a laboratory designated and paid for by the Company, if I appear to be "under the influence" of alcohol, marijuana or any other drug during work hours, or as otherwise allowed by applicable law. I acknowledge that refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of the Company's policy and will result in discipline up to termination.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false information, misleading information, or willful omission of information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_