



rapid! paycard id # _____

Employee Emergency Information Form

Date last updated: _____

Personal Information	
Employee ID	
First name	
Middle name	
Last name	
Nickname	
Gender	
Home address	
District/County	
Home phone	
Cellular phone	
Home fax	
Home e-mail address	
Birthday (MM/DD/YYYY)	
Government ID or SSN	
Passport number	
Passport Exp Date	/ /
Driver's license/state ID number	
DL Exp Date	/ /
Emergency Information	
Emergency contact's name	
Relationship	
Address	
Home phone	
Cellular phone	
Home e-mail address	



Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Physical Address			
Mailing Address			
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a Veteran		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain
EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
CO-WORKER REFERENCES			
<i>Please provide names of previous co-workers who can comment on your trade skills:</i>			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			

PREVIOUS EMPLOYMENT

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
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Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
------	----	--------------------

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

Company	Phone ()
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Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
------	----	--------------------

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

SUMMARY OF EXPERIENCE (PLEASE LIST ANY SKILLS/EXPERIENCE THAT YOU FEEL WOULD BE IMPORTANT IN OUR HIRING DECISION.)

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 or misleading information in my application or interview may result in my release.

Signature	Date
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Authorization (Autorización)

Please read the information below, initial where indicated, and sign at the bottom of the page

Por favor, rellene la solicitud por completo

CLP Resources, Inc., a prospective employer, will be conducting checks of the following, and I hereby authorize them to do so. I also understand that my employment with CLP Resources, Inc. is contingent upon successful completion of these requirements:

(CLP Resources, Inc., un prospectivo contratante, realizará chequeos en las siguientes áreas, y yo autorizo su realización. También comprendo que mi empleo con CLP Resources, Inc. depende del resultado favorable de dichos requerimientos:)

Initials (inicial)

I understand that CLP Resources, Inc., a prospective employer, will be conducting a post offer drug screen and I hereby authorize them to do so. I also understand that my employment with CLP is contingent upon successful completion of this requirement and that the results of the drug screen must be negative. I agree to take a drug screen within thirty minutes of an employment offer. If the drug screen is inconclusive, I will agree to take another drug screen at a clinic designated by CLP, within 24 hours. All drug test results will be released to CLP and CLP will maintain a record of those results.

(Yo comprendo que CLP Resources, Inc., un prospectivo contratante, realizará un test de drogas u rogas una vez hecha una oferta de trabajo, y yo autorizo su realización. También comprendo que mi empleo con CLP Resources, Inc. depende del resultado favorable de este test y que los resultados deben ser negativos. Estoy de acuerdo en hacer el test de drogas oral durante los 30 minutos despues de la oferta de trabajo. Si los resultados del test son inconcluyentes, estoy de acuerdo en hacer otro test de drogas en una clínica designada por CLP Resources, Inc. en las siguientes 24 horas. Todos resultados de la prueba de drogas seran entregados a las oficinas de CLP y la empresa CLP mantendra esos resultados en sus expedientes.)

Initials (inicial)

I understand that CLP Resources, Inc. will be conducting a background check of the information I have listed and included on this application, as well as references and resume that may be attached.

(Yo comprendo que CLP Resources, Inc. hara una investigación de la información que he incluido en esta solicitud de empleo, en las referencias y en el resúme, si he incluido uno.)

Initials (inicial)

I acknowledge I am in receipt of CLP's Anti-Substance Abuse Policy (copy attached).

(Reconozco que he recibido las Políticas en Contra del Abuso de Sustancias de CLP (copia anexa).)

Initials (inicial)

As a condition of my employment with CLP Resources, Inc., and by submitting time cards and receiving payment based thereon, the undersigned hereby assigns, transfers and conveys to CLP any and all rights to pursue, perfect and enforce his/her mechanic's lien rights, bond claim rights, retention claim rights and any and all related rights arising from the provision of labor.

(Como condicion de mi empleo con la empresa CLP Resources, Inc. y por el intercambio de tarjeta de tiempo laborado y pago salarial, el suscrito, por lo tanto, asigna, transfiere y entegra a la empresa CLP todos y cada uno de los derechos para perseguir, perfeccionar y ejecutar sus derechos del gravamen de mecanico, derechos de reclamo de fianza, retencion de derechos de reclamo y todos y cada uno de los derechos que resulten de la disposicion laboral.)

Initials (inicial)

I may learn confidential things while working with CLP customers, and I promise to keep confidential things secret.

(Durante me trabajo con los clientes de CLP, puedo aprender informacion confidencial y prometo mantener esa informacion en secreto.)

Initials (inicial)

I understand that the information I supply about myself to CLP Resources, Inc., during the employment application and hiring process will be used by CLP to make a hiring decision. This includes all information provided on the employment application, on trade skill assessments, on surveys administered, and any information discussed during any employment interview(s) that may be conducted. I agree to keep the contents of any survey confidential and will not share the survey questions with anyone. I understand that CLP does not hire all applicants and that I may not be interviewed today. It is my understanding that it is CLP's goal to ensure expediency in making a hiring decision, but that occasionally it can take a few days or more for CLP to advise me of a hiring decision. I understand that CLP does not discuss any specific reasons for hiring decisions with applicants.

(Entiendo que la información que yo estoy proporcionando acerca de mi persona a la compañía CLP Resources, Inc. durante la aplicación y durante el proceso de empleo, CLP la usará para tomar una decisión con respecto al empleo. Esta incluye toda información proveída en la solicitud de empleo, en evaluaciones relacionadas con las habilidades vocacionales, en encuestas administradas y cualquier información compartida durante cualquier entrevista o entrevistas que se lleven a cabo. Estoy de acuerdo en mantener confidencial el contenido de cualquier encuesta y no compartir con nadie las preguntas de la encuesta. Yo entiendo que CLP no emplea a todos los solicitantes y que quizás no se me entreviste hoy. Entiendo que la meta de CLP es la de asegurarse de tomar una decisión rápida de empleo, pero ocasionalmente pueden pasar algunos días o más para informarme acerca de la decisión con respecto al trabajo. Yo entiendo que CLP no comparte con los solicitantes ningún tipo de razón específica sobre las decisiones de empleo.)

Initials (inicial)

I certify that all information I will provide on the CLP application is true and complete. I authorize CLP Resources, Inc. to contact all sources necessary to verify this information and release my references of any liability. I understand that any misstatement, gross misrepresentations of skills and/or available tools, or omission is sufficient grounds for not hiring or for immediate dismissal.

En la presente certifico que la información contenida en esta solicitud de empleo es verdadera y completa. También autorizo a CLP para que investigue toda la información escrita y exonero a todas mis referencias de cualquier responsabilidad. Yo comprendo que si he falsificado u omitido cualquier otra información, podría ser no contratado o despedido.)

Signature (Firma) via email _____ SSN _____ Date (Fecha) _____



CLP Resources, Inc.
Anti-Substance Abuse Policy

In order to maintain a safe and effective working environment, we at CLP Resources, strongly advocate and are committed to maintaining a no-alcohol, no-drugs ban at the workplace. CLP takes this issue very seriously and it is important for employees to understand that this policy applies to all employees of the company, without exception, including all part-time and temporary staff.

Under CLP's drug testing policy, all prospective employees must submit to a pre-employment drug test as a condition of employment. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended. An offer of employment by CLP is conditioned on the prospective employee testing negative. Any applicant who refuses to submit to a drug and alcohol test as requested by CLP will not be offered employment with the Company.

No employee is permitted to consume, possess, sell, transfer, or purchase alcohol, illegal drugs, narcotics or controlled substances, while on the job, in company vehicles, or on company property. Involvement in such activities constitutes grounds for disciplinary action, up to and including discharge. Any prohibited substances found will also be turned over to the appropriate law enforcement agencies and may result in criminal prosecution in addition to any disciplinary actions imposed by the company. Acceptable uses of drugs include non-performance affecting "over-the-counter" medications and those substances that have been prescribed by a licensed physician. Any employee who is under prescribed medication but who may be in any way impaired by its side effects must report its use to his/her supervisor immediately.

The Company will not tolerate any employee who reports for duty while impaired by, or is under the influence of, alcoholic beverages or drugs. Employees who work under the influence of an illegal substance are considered to be a threat to the safety of themselves, their coworkers, and the public. All employees have a duty to report any evidence of alcohol or drug abuse to a supervisor immediately. Failure to report, especially in cases where the illegal substance poses an immediate threat to that individual, his/her coworkers or the public, may result in disciplinary action for the non-report employee. It is also, the policy of CLP Resources to assist employees and their family members who suffer from drug and alcohol abuse. Employees, with appropriate approval, may be eligible for medical leaves of absence.

Prospective "field" employees are screened using the Procheck 1 oral fluid drug screen. If the screening is inconclusive, the applicant will be referred to a clinic in their area for further testing by urinalysis. Results of a positive drug test will be maintained in the Human Resources department at CLP's corporate office in Reno, Nevada.

Prospective "staff" employees will be required to submit to testing by urinalysis at a designated clinic in their area. Positive results will be reported by the lab to the prospective staff employee. Positive results will be maintained in the Human Resources department at CLP's corporate office in Reno, Nevada.

Former employees who have been away from the job for 12 months or longer will be subject to a drug test prior to re-hire. Positive results or refusal to test are grounds for not re-hiring.

All applicants and employees who test positive will be allowed the right to explain the positive result and may, at their own expense, have the confirmed positive test retested. All positive results will be held in the highest of confidence possible informing only those on a need to know basis.

Drugs Tested for: Amphetamine (AMP); Methamphetamine (MAMP); Marijuana (THC); Phencyclidine (PCP); Cocaine (COC); Opiates (OPI)