



## EMPLOYMENT APPLICATION COVER SHEET

### NOTICE TO APPLICANTS

**Equal employment Opportunity Statement:** Russin Lumber Corp. is committed to providing an equal opportunity for all individuals seeking employment. The objective of Russin’s hiring procedure is to select the most qualified individual for the job. In reading and answering the questions contained within the employment application, please keep in mind that none of the questions are intended to imply limitations, preference or discrimination based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### EMPLOYMENT APPLICATION-GENERAL INFORMATION AND INSTRUCTIONS

**Purpose of the employment application:** The purpose of the employment application is to give you the opportunity to provide Russin with information about you, your skills, experience, abilities, and other personal attributes that meet the qualification requirements for the position for which you are applying. It is in your best interest to be thorough, accurate, and descriptive in providing this information. A number of people will apply for the position that is available, and Russin does not guarantee any applicant an interview or consideration beyond the employment application.

**Responding to inquiries on the employment application:** All of the inquiries on the application must be completed thoroughly and accurately. If the question or information sought is not applicable, enter “N/A” for your response in the space provided. Failure to complete all sections may disqualify your application for further consideration. If additional space is required to adequately answer any question, you may write the information on the back page of the application.

### RUSSIN LUMBER EMPLOYMENT POLICIES AND PRACTICES

**Offers of employment are contingent upon successful reference check, drug/alcohol test, DOT physical (if applicable) and completion of I9 Immigration paperwork. Failure to successfully complete any of these will result in the offer of employment being rescinded.**

**Reference and information check:** You authorize previous employers and personal references to furnish Russin such information as it considers necessary to evaluate your qualifications for employment.

**Drug and Alcohol Test:** Our company policy on substance abuse requires that you submit to and successfully pass drug and/or alcohol urinalysis screening prior to starting your employment.

**I-9 Form documentation:** Once offered employment, you must complete an I-9 form and provide documentation that show you are authorized to work in the United States within 3 days of commencing work. If you do not provide this documentation, you will no longer be considered qualified for employment.

**Employment at will doctrine:** Russin offers employment under the legal terms of the doctrine of ‘employment at will,’ which means that either the employee or the company is free to end the employment relationship at any time, with or without cause. Only the officers of the company may authorize contract of employment other than at will.

### **Applicant’s Acknowledgement**

Your signature below presents that you have read and understand the notices, instructions and conditions set forth above. You also acknowledge that information reported on your application is accurate and true and you understand that false or misleading information (even omissions) in your application may result in immediate dismissal.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

Return Completed applications to:



**DISCLOSURE AND AUTHORIZATION FORM  
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

*Please read Carefully Before Signing the Authorization*

**DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Russin (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at: 3000 Auburn Dr, Suite 410, Beachwood, OH 44122; or phone 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- A “consumer report” is a written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part of the purpose of service as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is required about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

**AUTHORIZATION**

I have read and understand the foregoing Disclosure, and authorize Russin to obtain and rely upon consumer reports or investigative consumer reports concerning me. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

\_\_\_\_\_  
Printed Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return Completed applications to:



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last Name First Name M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Desired Salary \$: \_\_\_\_\_ Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

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

Have you previously applied with Russin? YES  NO  If yes, when? \_\_\_\_\_

Are you aged 18 or older? YES  NO  Are you aged 21 or older? YES  NO

Have you previously been employed by Russin? YES  NO  If yes, when? \_\_\_\_\_

How did you hear about Russin? **Walk-in**  **Social Media**  **Internet Ad**  **Employee Referral**  **Other:** \_\_\_\_\_

## Education & Training

**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: \_\_\_\_\_

## References

Please list three professional references.

Full Name:	Relationship/Company	Company	Contact Information

Return Completed applications to:



**APPLICANTS FOR THE CDL-A DRIVING POSITION PLEASE COMPLETE THIS PAGE**  
**(PLEASE SKIP THIS PAGE IF NOT APPLYING FOR CDL-A DRIVER)**

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

<b>DRIVING EXPERIENCE &amp; QUALIFICATIONS</b>				
List <b>ALL</b> licenses held in the last three (3) years				
Driver's Licenses	State	License Number	Type	Expiration Date

List <b>ALL</b> types of vehicles you are qualified to drive					
Vehicle Experience	Class of equipment	Type of Equipment (van, truck, flat, etc.)	Dates		Approximate number of miles driven
			To	From	
	<input type="checkbox"/> Straight Truck				
	<input type="checkbox"/> Tractor-trailer				
<input type="checkbox"/> Tractor/two trailers					

List <b>ALL</b> traffic convictions (excluding parking tickets) & forfeitures for the last three (3) years				
Traffic Convictions & Forfeitures	Location	Date	Charge	Penalty

List <b>ALL</b> accidents for the last three (3) years (list the most recent first)				
Record of Accidents	Dates	Nature of Accident	Fatalities	Injuries

If answering YES to any of these questions, please provide details on back page of application.

Have you ever been denied a license, permit, or privilege to operation a motor vehicle?  YES  NO

Were you subject to Department of Transportation testing requirements while working for another employer?  YES  NO

1. Have you had an alcohol test with a result of 0.04 or higher-alcohol concentration?  YES  NO

2. Have you had a verified positive drug test?  YES  NO

Please list any additional information which may help us in our hiring decision (special experience, training not otherwise noted, and special awards):

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Return Completed applications to:

Page intentionally left blank for any additional information that may need to be supplied based on application responses.

Return Completed applications to:

21 Leonards Drive, Montgomery, NY 12549 ☎ 845.457.4000 ☎ 845.457.9257 Fax ☎ email: [Lrowe@russin.com](mailto:Lrowe@russin.com) Page 6

**NEW YORK CORRECTION LAW  
ARTICLE 23-A  
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

**§750. Definitions.**

For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board, or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions, or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation, or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§751. Applicability.**

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.**

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense, or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§754. Written statement upon denial of license or employment.**

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§755. Enforcement.**

- 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
- 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.