



## **APPLICATION FOR EMPLOYMENT**

(If applying for Driver Position, complete Commercial Driver/CDL Holder Employment Application Supplement)



### **CORPORATE OFFICE**

6106 Corporate Park Drive • Browns Summit, NC 27214  
336-375-1989

**Shamrock Environmental Corporation**

**APPLICATION FOR  
EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

SEC appreciates your interest and assures you that your application will be given careful consideration. Please answer all questions fully and accurately. Filing this application does not indicate that there are any positions open, and does not in any way obligate SEC, its Divisions and/or its Subsidiary Companies.

**PLEASE PRINT**

NAME (In Full) Last	First	Middle	TELEPHONE NO:
PRESENT ADDRESS House # and Street	City	State	Zip
			HOW LONG HAVE YOU LIVED THERE?

ARE YOU AT LEAST 18 OR OVER? <input type="radio"/> YES <input type="radio"/> NO	HAVE YOU EVER BEEN KNOW BY A DIFFERENT NAME? <input type="radio"/> YES (specify) <input type="radio"/> NO
--	--

HOW DID YOU HEAR ABOUT SEC?

HAVE YOU EVER BEEN EMPLOYED BY THIS COMPANY? <input type="radio"/> YES <input type="radio"/> NO	IF YES, WHEN ?	WHERE ?
--	----------------	---------

WHAT POSITION ARE YOU APPLYING FOR?

ARE YOU APPLYING FOR <input type="radio"/> FULL-TIME <input type="radio"/> PART TIME	ARE YOU AVAILABLE FOR <input type="radio"/> DAYWORK <input type="radio"/> EVENING WORK <input type="radio"/> EITHER
---	--

CIRCLE DAYS OF THE WEEK YOU ARE AVAILABLE SUN M T W TH F SAT	ARE THERE ANY HOURS DURING WHICH YOU CANNOT WORK? LIST:
---	--

IN CASE OF EMERGENCY NOTIFY	NAME	ADDRESS	PHONE NO.
-----------------------------	------	---------	-----------

Have you, after reaching 18, ever been convicted of any crime other than traffic violations?  YES  NO

If yes, give full explanation of each case including date, place, charge & outcome. Attach additional sheet if necessary

DATE	PLACE	CHARGE	OUTCOME
------	-------	--------	---------

You will not be eliminated from consideration unless a conviction is determined to have a direct bearing on the duties you will perform

Are you Legally permitted to work in the United States?  YES  NO

**RECORD OF EDUCATION**

SCHOOL	NAME AND ADDRESS OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED
GRADE SCHOOL		1 2 3 4 5 6 7 8
HIGH SCHOOL		9 10 11 12
COLLEGE, VOCATIONAL BUSINESS SCHOOL		1 2 3 4
GRADUATE SCHOOL		1 2 3 4

SEC may be required to complete a background check. As a condition of consideration for employment, you must furnish the following information. **LEAVE NO AREAS BLANK - AND BE SURE TO LIST PEOPLE WE WILL BE ABLE TO CONTACT TO VERIFY THE INFORMATION.** Attach additional sheet if necessary to give us a complete five year background.

PREVIOUS WORK EXPERIENCE							Office Use Only
FROM	MO.	YR.	NAME OF COMPANY AND ADDRESS	SUPERVISOR	REASON FOR LEAVING		<i>CONTACTED BY/DATE</i>
TO				PHONE ( )			
TYPE OF WORK PERFORMED							
<i>FOR OFFICE USE ONLY:</i>							
FROM	MO.	YR.	NAME OF COMPANY AND ADDRESS	SUPERVISOR	REASON FOR LEAVING		<i>CONTACTED BY/DATE</i>
TO				PHONE ( )			
TYPE OF WORK PERFORMED							
<i>FOR OFFICE USE ONLY:</i>							
FROM	MO.	YR.	NAME OF COMPANY AND ADDRESS	SUPERVISOR	REASON FOR LEAVING		<i>CONTACTED BY/DATE</i>
TO				PHONE ( )			
TYPE OF WORK PERFORMED							
<i>FOR OFFICE USE ONLY:</i>							
FROM	MO.	YR.	NAME OF COMPANY AND ADDRESS	SUPERVISOR	REASON FOR LEAVING		<i>CONTACTED BY/DATE</i>
TO				PHONE ( )			
TYPE OF WORK PERFORMED							
<i>FOR OFFICE USE ONLY:</i>							
<b>PLEASE EXPLAIN ANY LAPSES IN TIME BETWEEN JOBS:</b>							
FROM:			REASON:				
TO:							
FROM:			REASON:				
TO:							



# CONSENT

## DOT and non-DOT Substance Abuse Testing

I understand that Shamrock Environmental Corporation and its affiliates, in accordance with Federal Department of Transportation Regulations (49 CFR Part 40), has established a Substance Abuse Prevention Program implementing those Regulations. In addition, the Company has implemented a Drug Free Workplace Policy for all employees. Compliance with these programs, which include pre-employment, random, for-cause, post-accident and client-required drug and alcohol testing, is a required condition of employment.

The Federal Regulations specify that all persons applying for safety sensitive positions must be drug and alcohol free to work in those positions, and must pass a pre-employment drug test for cannabinoids (marijuana), cocaine, phencyclidine (PCP), amphetamines, and opiates to determine whether or not they also comply with drug and alcohol testing requirements of company and client are drug-free. In addition to meeting any applicable Federal requirements, employees must specific substance abuse programs. This testing may include any Controlled Substances listed on the DEA schedule of Controlled Substances (21 USC Sec. 812).

I further understand that applicants for positions with Shamrock Environmental who successfully pass the pre-employment drug test, and are in fact employed by Shamrock will be subject to and must pass additional drug and alcohol testing specified by the Federal Regulations and /or company/client policy as a condition for employment thereafter. This additional drug testing will include reasonable cause, random, post-accident, client-specific and post rehabilitation drug and alcohol tests, as specified in the Federal Regulations and/or company/client policy.

In recognition of the above, I hereby give my unconditional consent to drug and alcohol testing, and agree to provide the required urine and/or breathe specimens as requested for the purpose of accomplishing the substance abuse testing requirement outlined above.

If employed by Shamrock, I further agree to submit to the additional drug testing outlined above and as detailed in company policy, and understand that i must pass such substance abuse test and be drug and alcohol free as a condition of employment. realize that failure to remain drug free or submit to the required drug testing will result in my immediate termination.

Any offer of employment is contingent on a negative pre-employment drug test result.

Name (Please Print) \_\_\_\_\_

Social Security # \_\_\_\_\_

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

# SEC RULES AND REGULATIONS

PLEASE READ THE FOLLOWING RULES CAREFULLY  
(Failure to comply could result in disciplinary action up to and including discharge)

1. Employees must report to their work assignment in time in proper uniform, and must comply with all company grooming policies.
2. Employees are required to clock in and out (some locations require the use of sign in/out sheets). No one is permitted to clock (sign) in/out for anyone else.
3. If you are going to be late/absent, you are required to give your supervisor at least four hours notice to arrange for proper coverage. Failure to notify the office of an absence will be cause for immediate dismissal.
4. Employees must wear designated uniforms in the performance of their work assignment for Shamrock only and not for personal use.
5. Employees must wear safety equipment as required, and will observe standard safety practices at all times while in the performance of their duties.
6. Employees are not permitted to leave their assigned work area without the permission of their supervisor.
7. Using the property of Shamrock customers or Shamrock without prior authorization is forbidden and will be grounds for dismissal.
8. Reporting to work under the influence of drugs or alcohol, or the use of drugs or alcohol while on duty will be cause for termination.
9. Carrying a concealed weapon, horseplay, gambling, fighting, theft, or bringing discredit to the company and/or its customers is not permitted.
10. Discussions or interviews with representatives of the media (either print or broadcast) that impact the image of Shamrock or its customers is not permitted without prior knowledge and consent of Shamrock management. Such discussions or interviews will be grounds for disciplinary action up to and including termination.
11. Employees must report any injuries sustained on the job, regardless of how minor, immediately to their supervisor. Failure to properly report any injury may result in disqualification of company benefits. If medical attention is needed, you will be taken to a doctor. Any employee consulting a doctor for treatment for a job-connected injury must obtain a doctor's release before returning to work. Any employee absent from work five days or more due to any injury or illness must obtain a doctor's release to return.
12. Employees are instructed to report any damage, breakage, customer complaint, or other problem related to their work **IMMEDIATELY** to their supervisor, in writing.
13. Children, relatives, friends or any other unauthorized person may not be with you under any circumstances, while on duty.
14. Any employee contacting Shamrock clients without written permission from his or her supervisor will be subject to immediate dismissal.
15. Failure to abide by Company Substance Abuse Prevention Program will be grounds for **IMMEDIATE TERMINATION**.
16. Shamrock employees agree as a condition of employment to an implicit non-compete clause, i.e. not to disclose, divulge or otherwise entrust any privileged information concerning Shamrock, its programs or clients, to any other party which would be in a position to benefit in any way from such information.

I agree that any false statement in this application shall be sufficient cause for rejection or dismissal. I hereby grant permission to investigate any of the information included in this application and to submit to a drug test, if required. If employed, I will abide by the rules of the Company and any rules and regulations that become effective while I am employed. I certify that I have read or have had read to me and fully understand the Company rules and regulations.

All qualified applications will receive equal consideration without regard to race, age, color, religion, national origin, sex, disability, pregnancy, veteran status or any other group protected by federal, state or local law.

APPLICANT SIGNATURE	WITNESS	DATE

## FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of §604(b)(2)(A) of the Fair Credit Reporting Act (FCRA), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, criminal history, driving record and/or credit history may be obtained on you for employment purposes. The information included in these reports is required to meet the security and loss control requirements of Shamrock Environmental Corporation and its clients as well as the Federal Motor Carrier Safety Regulations, Pipeline Safety Regulations (Research and Special Programs Administration) and/or other applicable and relevant regulations and requirements.

To: Shamrock Environmental Corporation:

I hereby authorize and request any present or former employer, school, police department, financial institution, agency or other persons having knowledge about me, to furnish bearer with any and all information in their possession regarding me, in connection with an application for employment or ongoing continuation of current employment. This includes but is not limited to obtaining consumer report information that may include motor vehicle records, criminal background checks, and employment history. I am willing that a photocopy and/or electronic copy of this authorization be accepted with the same authority as the original, and I specifically waive any requirement for written notice from any specific information provider who may provide information based upon this authorized request. I understand this authorization is to be part of my written employment application.

Furthermore, I understand that I am entitled to a copy of this form if requested.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Social Security Number

Date of Birth (for identification purposes): \_\_\_\_\_

Driver's License Information (for identification purposes): \_\_\_\_\_  
License Number State Exp. Date

If name changed (through marriage or otherwise) print former name here: \_\_\_\_\_

**Note to Consumer/Applicant:** A copy of any consumer report obtained by Shamrock Environmental Corporation that results in adverse action in an employment decision will be provided to you along with a written description of the consumer's rights under the FCRA. You may also obtain a photocopy of any consumer report obtained by Shamrock Environmental Corporation under the FCRA as related to this disclosure by providing timely, written request.