

Blaine Industrial Supply



Corley Paper & Packaging

Miller Paper & Packaging

GVH
Distribution
GVH Family of Companies

Oaks Distributing

JOB APPLICATION

Personal Information

Full Name:

Last *First* *M.I.*

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

E-mail Address: _____

Social Security Number or Government ID: _____ Birth Date: _____

Race/Ethnicity (circle one): Hispanic/Latino Black/African American Native Hawaiian/Other Pacific Islander
American Indian/Alaska Native Asian White Two or More Races

Marital Status: _____ Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: () _____

Prospective Job Information

Title: _____

Supervisor: _____

Work Location: _____

Expected Salary \$: _____

Available Start Date: _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____

Education

High School:

Graduated: Yes No

College:

Field of Study:

Graduated: Yes No

Trade School:

Field of Study:

Graduated: Yes No

Work History

Employer Name:

Phone Number: ()

Business Type:

Supervisor:

Job Title:

Salary \$:

Dates of Employment:

May we contact: Yes No

Reason for Leaving:

Employer Name:

Phone Number: ()

Business Type:

Supervisor:

Job Title:

Salary \$:

Dates of Employment:

May we contact: Yes No

Reason for Leaving:

Employer Name:

Phone Number: ()

Business Type:

Supervisor:

Job Title:

Salary \$:

Dates of Employment:

May we contact: Yes No

Reason for Leaving:

Drug and Alcohol Policy

Gage Van Horn & Associates, Inc.
GVH Distribution, Ltd.
Miller Paper Company, Inc.
Blaine Industrial Supply, Inc.
GVH Distribution Northwest, Inc.
Oaks Distributing, LLC
GVH Distribution Midwest, LLC
GVH Distribution Southeast, LLC
GVH Distribution, LLC

Purpose

Gage Van Horn and Associates, GVH Distribution, Miller Paper Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and GVH Distribution Southeast (hereinafter “the Company”) has a vital interest in maintaining a work environment which is safe, productive, and free from the use of illegal and non-prescription drugs. The use of illegal drugs and the abuse of other controlled substances, on or off duty, are inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism, resulting in potential for increased costs, delay, and risk to the company’s business. Therefore, your employer is committed to maintaining a workplace free from the influence of alcohol and drugs and intends to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Workers’ Compensation laws in all states the Company currently conducts business in. To accomplish this goal, the company has developed the following rules and procedures. This policy shall apply to all employees, including drivers, office staff, and management.

This policy applies to illegal and non-prescription drugs, alcoholic beverages, inhalants, and unauthorized use of prescription drugs. An employee undergoing prescribed medical treatment with any drug which may alter his or her physical or mental ability must report this treatment to that employee’s immediate supervisor.

The Company recognizes that some states have, and others may in the future, enact legislation decriminalizing the possession, use, or consumption of certain controlled substances

For purposes of this policy, if the possession, use, or control of any substance, including but not limited to marijuana or any of its derivatives, violates any federal law, it shall be considered an “illegal drug”.

Rules

The company policy prohibits the following:

- 1-Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs on company premises, or while on company business, in company supplied vehicles, or during working hours.
- 2-Unauthorized use or possession, or any manufacture, distribution, dispensation, or sale of a controlled substance on company premises, or while on company business, in company supplied vehicles, or during working hours.
- 3-Unauthorized use, manufacture, distribution, dispensation, or possession or any sale of alcohol on company premises, or while on company business, in company supplied vehicles, or during working hours.
- 4-Storing in a locker, desk, tool kit, motor vehicle, or other repository on job sites or company premises any illegal drug, any controlled substance whose use is unauthorized, or any alcohol.
- 5-Being under the influence of a controlled substance or illegal drugs or alcohol on company premises, or while on company business, in company supplied vehicles, or during working hours; "under the influence" of a controlled substance or illegal drug is defined as testing positive at a specified ng/ml level.
- 6-Use of alcohol during non-working time or on company premises that adversely affect the individual's work performance, his own or others' safety at work, or the company's regard or reputation in the community.
- 7-Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs during non working time or company premises that adversely affects the individual's work performance, his/her own or others' safety at work, or the company's regard or reputation in the community.
- 8-Switching or adulterating any urine samples submitted for testing.
- 9-Refusing consent to testing or to submit a urine or blood sample for testing when requested by company management.
- 10-Refusing to submit to a search when requested by company management.
- 11-Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled while employed by the company.
- 12-Conviction under any criminal drug statute for violation occurring in the workplace.

13-Arrest or conviction under circumstances which adversely affects the company's regard or reputation in the community.

14-Failure to notify your supervisor of the Human Resources Director of any arrest or conviction under any criminal drug statute within five (5) days of the arrest or conviction.

15- Refusing to sign a statement agreeing to abide by the company's alcohol and drug abuse policy.

Your employer does not sponsor a drug or alcohol abuse rehabilitation program. However, the company's group health insurance policy does provide certain limited coverage for some substance abuse treatment. For details, please consult the policy or see your supervisor. The company does not sponsor or require participation in any drug and alcohol abuse education or training programs.

Tests

1-The Company requires that every newly hired employee be free of drug abuse. Each offer of employment shall be conditioned upon the passing of a test for drugs. Any applicant who fails to pass the pre-employment drug test shall be rejected and shall be ineligible for subsequent employment.

2-Whenever the company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by controlled substances, the company may require the employee to submit a urine and/or blood sample for testing.

3-Certain employees may be subjected to drug and alcohol testing as part of mandatory federal and state guidelines. In that event, employees may be subjected to testing at such frequencies required by applicable law.

4-An employee may also be subject to testing as part of a drug or alcohol treatment or counseling program in which the employee is enrolled.

5-The Company contracts with an industrial medicine facility to conduct the testing of applicants and employees. Prior to testing, applicants and employees must sign an approved form consenting to the testing, and consenting to the release of test results. The testing facility will supervise all steps of the testing process, including functions, and communication of results to the company.

Searches

Whenever the company has a reasonable suspicion that an employee may be violating a term of this policy, the company reserves the right to search the employee's personal effects and property, including lockers, desks, tool kits, motor vehicles, and other property under the control of the employee.

Consequences for Violating this Policy

Any employee who violates the rules in this policy is subject to discharge for the first offense, at company's sole discretion.

Consent and Authorization

I have carefully and thoroughly read the company's alcohol and drug abuse policy and have been given a copy of the policy. I agree, without reservation, to follow that policy. I understand that the terms and conditions of any employment require that I submit to testing at any time designated by the company, and that such testing may occur at any time. Further, I understand that the company retains the right under this policy to conduct searches of my personal effects and property. By signing below, I authorize such tests and searches as the company may authorize during my employment. I agree that my continued employment is subject to my following and abiding by the terms of this policy, and that my employment is subject to immediate termination if I violate this policy. I understand that the company retains the right to modify this policy at any time, and that I will be subject to all changes in the policy.

Employee's Printed Name

Employee's Signature

Dated: _____

Tobacco-Free Workplace Policy

Gage Van Horn & Associates, Inc.
GVH Distribution, Ltd.
Miller Paper and Packaging Company, Inc.
Blaine Industrial Supply, Inc.
GVH Distribution Northwest, Inc.
Oaks Distributing, LLC
GVH Distribution Midwest, LLC
GVH Distribution Southeast, LLC
GVH Distribution, LLC

Purpose

GVH, Gage Van Horn and Associates, Miller Paper and Packaging Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and GVH Distribution Southeast are committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g. cigarettes, pipes, cigars, etc.) and/or using smokeless tobacco (e.g. snuff, check, etc.) have been well documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to second-hand smoke. We care about the health of each and every employee, and it is our intent to provide all employees with a work environment conducive to good health.

Policy:

All facilities and grounds, owned, leased or operated by GVH, Gage Van Horn and Associates, Miller Paper and Packaging Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and GVH Distribution Southeast and all company-owned or company-leased vehicles are designated as tobacco-free areas. The use of tobacco is prohibited on company property at all times, including entryways to our buildings, sidewalks, and parking lots. There will be no designated smoking areas, since no level of tobacco use is considered to be safe. As an employee of GVH, Gage Van Horn and Associates, Miller Paper and Packaging Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and GVH Distribution Southeast you are prohibited from using tobacco in building-designated smoking areas, if any, in leased facilities.

In an effort to promote our tobacco-free workplace policy, our health insurance provider has supplied us with a non-tobacco user premium and a tobacco user premium due to the increased risk of health issues for tobacco users. If at any time during the year, you quit the use of tobacco, you will be qualified to change your premium once during that year to the lower non-tobacco user premium. A nicotine test will be administered as part of the company drug and alcohol testing. If you start using tobacco during the year, your premium will be changed to the higher tobacco user premium.

Scope of Coverage:

A. This policy applies to the following individuals at all times while on company property, even in leased facilities where employees of other employers may be permitted to use tobacco:

1. Regular employees, whether fulltime or part-time
2. Temporary workers, contractors, consultants, interns
3. Visitors

B. This policy will be clearly communicated to all full and part-employees (including temporary workers, contractors, etc.), prospective employees and visitors to our sites.

Consequences:

- An initial violation of this tobacco-free workplace policy *by an employee* will result in a reminder of our policy. Subsequent violations will be addressed through disciplinary action as deemed appropriate by the individual's supervisor in accordance with company practices concerning violations of any policy.
- An initial violation of the policy *by temporary workers, contractors, consultants or visitors* will result in a reminder of our tobacco-free rule. Subsequent violations will be addressed through formal disciplinary action.

In both cases, policy violations that adversely impact workplace safety may result in immediate action. Our concern, first and foremost, is for the health of all of our workers (our own employees as well as any of our temporary workers) and visitors to our sites.

Employee's Printed Name

Employee's Signature

Dated: _____

Blaine Industrial Supply

Miller Paper &
Packaging



Corley Paper &
Packaging

Oaks Distributing

HR Record Check Authorization Form

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act [FCRA (15 USC at 1681-1681u)] as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Gage Van Horn & Associates, GVH Distribution, Miller Paper Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and/or GVH Distribution Southeast to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Gage Van Horn & Associates, GVH Distribution, Miller Paper Company, Blaine Industrial Supply, GVH Distribution Northwest, Oaks Distributing, GVH Distribution Midwest, and/or GVH Distribution Southeast from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I, _____, hereby authorize Gage Van Horn & Associates, Inc. to prepare an investigative consumer report on behalf of _____ (Company Name). This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name: _____
(Please Print Clearly)

Signature: _____

Date: ____/____/____