

Dixie Paper Company, Inc.

Application for Employment

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Name: _____ DOB: _____ SSN: _____ - _____ - _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Alt Phone: _____ Email: _____

Position desired: _____ Pay Desired: _____ Referred By: _____

Are you legally eligible to be employed in the United States? YES [] NO []
(Proof of identity and eligibility will be required upon employment)

Are you age of 18 years or older? YES [] NO []
(If no, you may be required to provide authorization to work.)

Have you ever worked for this Company before? YES [] NO []

If yes, where? _____ When? (dates) _____ Job Title: _____

Do you have any relatives or friends who work for the Company? YES [] NO []

If yes, who and where do they work? _____

Are you presently employed? YES [] NO []

If yes, may we contact your employer? YES [] NO []

If presently employed, why are you considering leaving? _____

EMPLOYMENT HISTORY

<u>From (Mo/Yr)</u>	<u>To (Mo/Yr)</u>	<u>Employer/Address/Phone</u>	<u>Reason for Leaving</u>
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Do you have a high school diploma, GED, or equivalent? YES [] NO []

What is the highest level of education you have completed? _____

Describe any specialized knowledge or skills you possess that will enhance your ability to perform this job.

Describe any special courses, seminars and/or training you have completed that are directly related to the position for which you are applying.

When are you available to begin working, if hired? _____

DRUG-FREE WORKPLACE

It is the policy of Dixie Paper Company, Inc. to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Dixie Paper Company, Inc. also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the company for all prospective drivers who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance

Random: As authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. The testing will be performed by professionals in accordance with the law.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and federal law. I agree to comply with the Drug Free Workplace Policy of Dixie Paper Company, Inc.

Signed: _____ **Date:** _____

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its' subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____ **Date:** _____

Do not write below this line

RESULTS

Employed: YES [] NO []

If Yes, Job Title: _____ Department _____

Date beginning Employment _____ Compensation \$ _____ per _____

Interviewed by: _____ Date: _____