



508 Glenbrook Road
Glen Burnie, MD 21061-3225
410-350-7000 • Fax: 410-350-7003
www.diamond-waste.com

PRE-EMPLOYMENT APPLICATION

Application Number: _____

Name: _____

Date: _____

Diamond Waste Services, Inc. is an Equal Opportunity Employer and will consider all applicants for employment without regard to race, sex, age, color, religion, national origin, veteran's status or other protected status. Furthermore, Diamond Waste Services, Inc. does not discriminate against qualified individuals with disabilities able to perform the essential functions of the job with or without reasonable accommodations.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on the application until all questions have been answered.

DO NOT WRITE BELOW THIS LINE

Summary of Interview:

Accepted for Employment: ☐ Yes ☐ No

Position: _____

Starting Rate \$: _____ per ☐ Hr. ☐ Wk.

Scheduled to Start Work: _____

Interviewed By: _____

Date: _____

Approved By: _____

Date: _____

PERSONAL INFORMATION:

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____

Are you over 18 years old? ☐ Yes ☐ No Social Security Number: _____

Have you ever applied for employment with us? ☐ Yes ☐ No

If yes, list month and year: _____ Location: _____

Position desired: _____

Pay desired: _____ Date you can start: _____

Other types of work you would consider: _____

Who or what led you to apply for a position with this company: _____

Are you legally eligible to be employed in the U.S.? ☐ Yes ☐ No

Are you now, or do you expect to be working in any other business or job? ☐ Yes ☐ No

Have you ever been convicted of any crime (excluding minor traffic violations) including DWI? ☐ Yes ☐ No (Do not include crimes for which the record has been expunged or pardoned).

If yes, state the offense, location, date and disposition: _____

NOTE: A conviction will not necessarily disqualify you from employment

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel, if travel or overtime is required by the job for which you are applying? ☐ Yes ☐ No

In no, please explain: _____

Drivers License Number: _____ State of Issue: _____

License Class: _____ Is your Driver's License currently valid? ☐ Yes ☐ No

WORK HISTORY:

List names of employers in consecutive order with present or last employer listed first.
Account for all periods of time including military service and any periods of unemployment.
If self-employed, give firm name and supply business references.

Please complete in full, **DO NOT REFERENCE YOUR RESUME.**

1

Company Name:	Phone:	
City:	State:	Zip Code:
Your Position:	From (month/year):	To (month/year):
Starting Salary/Wages:	Final Salary/Wages:	
Supervisors Name:	Supervisors Title:	
Your Duties:		
Reason for Leaving:		
Nature of Business:		

2

Company Name:	Phone:	
City:	State:	Zip Code:
Your Position:	From (month/year):	To (month/year):
Starting Salary/Wages:	Final Salary/Wages:	
Supervisors Name:	Supervisors Title:	
Your Duties:		
Reason for Leaving:		
Nature of Business:		

3

Company Name:	Phone:	
City:	State:	Zip Code:
Your Position:	From (month/year):	To (month/year):
Starting Salary/Wages:	Final Salary/Wages:	
Supervisors Name:	Supervisors Title:	
Your Duties:		
Reason for Leaving:		
Nature of Business:		

EDUCATION:

High School Name:

Location:

Courses Studied:

Graduate? ☐ Yes ☐ No When?:

College Name:

Location:

Courses Studied:

Graduate? ☐ Yes ☐ No When?:

Other Education:

Location:

Courses Studied:

Graduate? ☐ Yes ☐ No When?:

MILITARY:

Have you ever served in the military? ☐ Yes ☐ No

If yes, which branch of service:

Date Entered:

Date Separated:

CAPABILITY / RELIABILITY:

Mention any outstanding features of your training and experience which you believe will assist us in evaluating your capabilities:

SUPPLEMENTAL EMPLOYMENT INFORMATION:

If you worked in any of your previous positions under another name, please give that name(s):

Other Name(s):

Are you presently employed?: ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Have you ever been fired, or asked to resign from a job? ☐ Yes ☐ No

If yes, please explain:

The above information is true and complete to the best of my knowledge. I expressly authorize Diamond Waste Services, Inc. to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing information as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I understand that, should I be offered a job, I will be required to take an initial physical examination, as well as periodic company-paid physical's during my employment. These physical's will have drug tests as part of them, and I agree to submit to these tests. Refusal will result in disqualification for further employment consideration. I acknowledge that, as a part of the application, I have signed a copy of the form entitled "Informed Consent & Release of Liability Drug Testing & Medicinal Intake." I have received a copy of this signed form.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I understand that nothing in this employment application, in the Diamond Waste Services, Inc. statements or personnel guidelines, or in my communications with any Diamond Waste Services, Inc. official is intended to create an employment contract between Diamond Waste Services, Inc. and me. I also understand that Diamond Waste Services, Inc. has the right to modify its policies without giving me any notice of the change(s). No promises regarding employment have been made to me and I understand that no such promise of guarantee is binding upon Diamond Waste Services, Inc. unless in writing and signed by an Officer of Diamond Waste Services, Inc.

I understand that if I am employed by Diamond Waste Services, Inc. that my employment will be at-will employment, and that I may separate from my employment at any time for any reason. Similarly, Diamond Waste Services, Inc. reserves the right to terminate my employment at any time for any reason. The President is the only person who may make an exception to this, and in such cases the exception must be in writing, signed by the employee and the President, and specifically identified as an employment contract or agreement. Diamond Waste Services, Inc. reserves the right to direct and discipline its work force and to take whatever action is necessary in its judgement to operate the company.

I understand that any false statement by me in the application will be cause for my rejection or dismissal.

Applicant's Signature

FOR MARYLAND EMPLOYEES

Under Maryland Law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.

Applicant's Signature

IMPORTANT NOTICE REGARDING BACKGROUND REPORTS FROM DIAMOND WASTE SERVICES, INC.

In connection with your application for employment with Diamond Waste Services, Inc. ("Diamond Waste"), it may obtain one or more reports regarding your credit, driving, and/or criminal background history from a consumer reporting agency and/or other sources. If Diamond Waste uses any information it obtains from a background report in a decision to not hire you or to make any other adverse employment decision regarding you, Diamond Waste will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon a background report, Diamond Waste will notify you that the action has been taken and that the background report was the reason for the action. Diamond Waste cannot obtain background reports from consumer reporting agencies or other sources regarding you unless you consent in writing. If you agree that Diamond Waste may obtain such background reports, please read the following and sign below:

I authorize Diamond Waste Services, Inc. ("Diamond Waste") to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years, as well as any reference-related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that Diamond Waste might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with Diamond Waste. Specifically, I am authorizing the release of any information about my performance, experience, capability, attitude, specific events, or other work-related characteristics that currently are in the possession of the requested organizations or their managers or representatives.

In exchange for Diamond Waste's consideration of my employment application, I agree not to file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to Diamond Waste or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal actions against Diamond Waste or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

I have read the above Notice Regarding Background Reports provided to me by Diamond Waste and I understand that if I sign this consent form, Diamond Waste and/or any entity it retains to obtain such background reports may obtain reports of my credit, driving, and/or criminal background history in addition to information regarding my background, references, education, specific events, and past employment.

I hereby authorize Diamond Waste and its employees, agents, and affiliates to obtain the information authorized above.

Applicant Name (please print)

Applicant Signature

Date

Diamond Waste Services, Inc. Signature

Position

NOTICE: The information contained herein is made available to monthly account holders by NICT solely for use as an example of template content. NICT assumes no legal liability or responsibility for the accuracy, completeness or currency of the information disclosed in this example. The intent of the template example is to illustrate for a monthly account holder an example of a driver consent form, but all monthly account holders and third party information providers should consult their own legal counsel with respect to the proper format and content of this notice.

INFORMED CONSENT AND RELEASE OF LIABILITY DRUG TESTING & MEDICINAL INTAKE

I CONSENT freely and voluntarily to Diamond Waste Services, Inc. request for urine and/or blood specimens for an initial physical and in the future. I hereby release and hold harmless Diamond Waste Services, Inc. and its employees and agents from any liability whatsoever arising from the request to furnish my specimens, the test results of my specimens, and the decisions made concerning my application for employment or continued employment based upon the results of these tests.

THE PURPOSE of such analysis paid for by Diamond Waste Services, Inc. is to determine the absence or presence of drugs. I understand that this analysis will be conducted by a qualified testing laboratory.

I UNDERSTAND that the positive results on such tests will be communicated by the testing laboratory only to the officials of Diamond Waste Services, Inc. Employee Assistance Program. This information will be otherwise known only by senior company officials and this knowledge will be limited to the employees necessary for a fair decision to be made on the issue. Any positive initial result will be cause for a confirmation test to be run on the same sample.

I UNDERSTAND that, according to company policy which I have had explained to me, I am required as part of an initial physical examination, to submit a sample of my urine and blood for chemical analysis. My interviewer has given me a copy of this statement and the Company Policy on alcohol abuse and drug use. If I am offered a position and accept it, I hereby agree to abide by this policy.

Applicant/Employee Name (please print)

Social Security Number

Applicant/Employee Signature

Date

Diamond Waste Services, Inc. Signature

Position

NON-DISCLOSURE AGREEMENT AND OTHER RESTRICTIONS

At no time, either during the Employee's employment or after the termination of his/her employment, shall the Employee directly or indirectly:

- Disclose to any person, firm, or corporation or use for him/herself or others, or aid others in obtaining or using, any trade, technical or technological secrets; any details of Diamond Waste Services, Inc. ("the Company") business affairs, including pricing policies and invoices, financial information, the terms and formats of the company's contracts and agreements with customers, business plans, processes, programs, policies, techniques, innovations and methods of operation; any names of past or present customers of the Company (including the names, job titles, email addresses and telephone numbers of the principal contact(s) for said customers); or any other information relating to the business of the Company.
- Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter into any employment or other business relationship with any other person (including the Employee), firm, or corporation.
- Encourage, urge, induce or request any customers of the Company to curtail or cancel their business or cease doing business with the Company.

Applicant/Employee Name (please print)

Applicant/Employee Signature

Date

Diamond Waste Services, Inc. Signature

Position