



Consistent with the requirements of state and federal laws, it is the policy of this company not to discriminate because of age, sex, disability, race, religion, national origin or any other legally protected status. An equal opportunity employer (M/F/D/V).

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Date \_\_\_\_\_

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

Name \_\_\_\_\_  
Last
First
Middle

Present Address \_\_\_\_\_  
Street
City
State & Zip Code

Permanent Address \_\_\_\_\_  
Street
City
State & Zip Code

E-mail Address \_\_\_\_\_

Telephone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

How were you referred to PACE Supply? \_\_\_\_\_

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Full-time Work       Part-time Work       Temporary Work       Summer Work

If the position for which you are applying requires driving of any vehicle, provide the following:

License # \_\_\_\_\_ Issuing State \_\_\_\_\_ Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

### EDUCATION

	<u>Name / Location of School</u>	<u>Major / Subject Studied</u>	<u>Type of Degree</u>	<u>Dates of Attendance</u>
High School	_____	_____	_____	XXXXXXXXX
College	_____	_____	_____	_____
Trade / Other	_____	_____	_____	_____

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## EMPLOYMENT HISTORY

List employers below, last employer first, and describe employment for last five years. Indicate periods of unemployment and the reason(s). Use a separate sheet if necessary.

Dates (From/To) (Mo/Yr)	Employer's Name, Address, Phone & Supervisor's Name	Position and Duties	Reason for Leaving

May we contact your present employer?  Yes  No

Have you ever served in the U.S. military?  Yes  No Branch of Service \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

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## REFERENCES

Provide the names of three persons whom you have known for at least one (1) year and who have personal knowledge of your work skills and history. Do not include any relative unless the relative was your employer or manager and is so identified.

I, the undersigned, authorize the following persons to respond to the Company's request for confirmation of the information in this application, and for information about my skills, work history, reliability, honesty and any tendency to behave violently or in an unsafe, harmful or threatening manner. I hereby release them from all liability arising therefrom.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Name, Address, Telephone	Business	# Years Acquainted

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## HEALTH

Are you able to perform the essential duties and functions of the position for which you are applying?

Yes  No

Would you agree to a medical examination (after employment offer) if an exam is required for the position?

Yes  No

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## APPLICANT INVESTIGATION POLICY

PACE Supply Corp. recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and who do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring a person PACE Supply Corp. reserves the right to investigate the applicant's employment history, personal references and educational background, as well as other relevant information that is reasonably available to PACE Supply Corp. In hiring for certain positions, PACE Supply Corp. may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign an agreement requesting, authorizing and consenting to release of information to PACE Supply Corp. and releasing all concerned from liability for disclosure of information. Consistent with legal requirements, PACE Supply Corp. reserves the right to exclude any applicant from consideration for employment if the applicant refuses to sign this agreement as requested.

PACE Supply Corp.'s policies regarding company property, security, privacy, and searches, and its drug-free workplace policy, provide further information about PACE Supply Corp.'s discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting the Human Resources Director.

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PACE Supply Corporation's policy is to fill every position without regard to considerations made unlawful by federal, state or local laws, such as race, color, religion, creed, sex, marital status, age over 40, national origin, ancestry, physical or mental disability, sexual orientation, medical condition, or any other consideration made unlawful by federal, state or local laws. PACE Supply Corporation is an equal opportunity employer and selects employees on the basis of ability, experience, training, and character. Please contact the President of PACE Supply Corporation if you have any questions or complaints regarding this policy.

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### **Please Read Carefully, Initial (on the line) Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any falsification, omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize PACE Supply Corporation to thoroughly investigate all statements contained in this application, my references, work record, education and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations for any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ If I am employed by PACE Supply Corp., I agree to conform to the rules and regulations of PACE Supply Corp. I also understand and agree that except for employment at-will status and the arbitration of certain employment disputes, my wages, hours and working conditions are subject to change by PACE Supply Corp. or myself, with or without cause and with or without notice. I understand that, other than the President of PACE Supply Corp., no manager, supervisor or representative of PACE Supply Corp. has authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing. Only the President of PACE Supply Corp. has the authority to make any agreement contrary to the foregoing and then only in writing.

In the event my employment is terminated or that I believe I have been discriminated against in my employment, and I claim that such discrimination or termination was wrongful or otherwise in violation of the conditions of employment, or was in violation of any express or implied condition, term or covenant of employment, whether founded in fact or in law, or otherwise in violation of any of my rights, including discrimination under the California Fair Employment & Housing Act, California Labor Code, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, or the Americans with Disabilities Act, or claims under the Employee Retirement Income Security Act (ERISA), I and PACE Supply Corp. agree that my exclusive recourse shall be to submit within one (1) year of the date the claimed discrimination occurred or my employment terminated any such contention to final and binding neutral arbitration. I further agree that in arbitration the arbitrator shall be permitted to award only those remedies in law or equity that are requested by a party and supported by credible, relevant evidence. The arbitrator may award attorneys' fees only as provided by law. If PACE Supply Corp. does not receive a written request for arbitration from me within one (1) year from the date the alleged discrimination occurred or my employment terminated, I agree I will have waived any right to raise any claims, in any forum, arising out of the alleged discrimination or termination of my employment at PACE Supply Corp.

Prior to submitting any dispute to arbitration hereunder, I and PACE Supply Corp. will attempt to settle such dispute ourselves. If we cannot settle the dispute, PACE Supply Corp. will obtain a list of arbitrators from a state or federal arbitration service. First I and then PACE Supply Corp. will alternatively strike names from the list until only one name remains; the remaining person shall be the arbitrator. The arbitrator shall be bound by the qualifications and disclosure provisions and the procedures set forth in the current Model Employment Arbitration Procedures of the American Arbitration Association and shall order such discovery as is appropriate to the nature of the claims and necessary to its adjudication. If the parties mutually agree, the parties may submit the dispute to the American Arbitration Association and select the arbitrator through that Association's selection procedure.

The decision of any arbitrator will be final and binding upon the parties (EITHER: The arbitrator shall determine the prevailing party in the arbitration, and the costs of arbitration, including the fees of any arbitrator and/or the American Arbitration Association, if applicable, shall be paid by the non-prevailing party to the extent permitted by law. OR FOR EXECUTIVES: The parties shall share equally the costs of arbitration, including the fees of the arbitrator and, if applicable, the American Arbitration Association, to the extent permitted by law.) Any arbitration hereunder shall be held in \_\_\_\_\_, California. The arbitrator shall not have the power to alter, amend, or modify any of the provisions of the employment agreement between the parties. Nothing herein shall be construed to abridge either party's rights and remedies under state workers' compensation statutes.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. If I am employed by PACE Supply Corporation, I agree to conform to the rules and regulations of PACE Supply Corporation. I also understand and agree that except for employment at-will status and the arbitration of certain employment disputes, my wages, hours and working conditions are subject to change by PACE Supply Corporation or myself, with or without cause and with or without notice. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the PACE Supply Corporation president.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by PACE Supply Corporation, I am entitled to copies of any such public records obtained by PACE Supply Corporation unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

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PLEASE NOTE: You should not rely upon a contingent offer of employment from PACE Supply Corp. or otherwise engage in any activity based upon a contingent offer of employment. Unless or until a final offer of employment is made, you should not take any action that could result in financial loss if a contingent offer is withdrawn, such as giving notice of intent to terminate current employment, selling real estate, or incurring any other costs associated with accepting employment with

PACE Supply Corp. No such activity should be undertaken until after you have been informed by PACE Supply Corp. that the employment offer is final.

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My signature below certifies that (1) I have read and understand the foregoing terms and conditions, (2) the answers and information that I have provided in this application are true and correct, and (3) this application contains no material misstatements or omissions of any kind.

My signature below certifies that I agree to the employment at-will relationship and agree to be bound by the terms and conditions of employment stated in this application (OPTION: including arbitration of employment disputes as set forth above,) if I am employed by PACE Supply Corp. This application contains all the understandings and agreements between me and PACE Supply Corp. concerning my employment, if any, by PACE Supply Corp. and supersedes all prior and/or contemporaneous understandings, practices, oral or written agreements, statements, representations and promises, express or implied, between me and PACE Supply Corp. I understand and agree that no person who is either an agent or employee of PACE Supply Corp. may modify, delete, vary, or contradict, whether orally or in writing, the terms and conditions of employment set forth herein. Any modification or waiver must be expressly made in writing and signed by the President of PACE Supply Corp. and me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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PLEASE NOTE: PACE Supply Corp. considers applications for only a 30-day period. If you wish to be considered after 30 days from the date of your application, please reapply.