



## NOTICE TO PROSPECTIVE APPLICANTS

Please read the following information **BEFORE** you complete an application to work for The Urban Woodshop. If you agree to comply with the items below, you must sign this form and return it to the office prior to your being considered for employment by The Urban Woodshop.

Working Hours – The Urban Woodshop is officially open for business, Monday through Friday, from 7:00 A.M. to 4:30 P.M. Actual working hours and days may vary and are determined by The Urban Woodshop Manager depending on your scope of work.

Items You Must Provide – In order to be employed by The Urban Woodshop, you must have the following items with you when you report to work each day:

- Work Boots
  - Safety Toe Recommended
- Appropriate Clothing
- Necessary Tools
  - Tape Measure
- Means of Transportation

I understand that all employment offers are conditional pending results from the following:

- E-Verify (verification of eligibility to work in the United States)
- Criminal History Check
- Motor Vehicle Record
- Pre-Employment Drug Screen – In the event that you fail to pass the drug test or that you do not remain employed by The Urban Woodshop for at least a period of thirty (30) working days, you will be required to pay for the testing procedures performed. The cost of this test is approximately **\$65.00**.
- CDL Drivers – If you are currently a CDL Holder, you give The Urban Woodshop permission to obtain information on any positive drug test, alcohol test (.04 or greater), or any refusal to be tested.
- Fitness for Duty Exam – In some cases The Urban Woodshop may require a "Fitness for Duty Exam". If you are thereafter hired and do not remain employed by The Urban Woodshop for at least a period of thirty (30) working days, you will be required to pay the cost of the testing procedures performed. The cost of this test is approximately **\$250.00**.

*Please note that the results of the information listed above could have an impact on hiring.*

I have read and understand the requirements for prospective applicants listed above and agree to comply with them in the event of being hired for employment.

Applicant's Name (Please Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_