

# REGAL SERVICES, LLC

## APPLICATION FOR EMPLOYMENT

TO ENSURE THAT YOUR APPLICATION IS PROCESSED  
YOU MUST COMPLETE APPLICATION ENTIRELY

MAKE SURE TO INCLUDE YOUR MIDDLE INITIAL IN THE  
“NAME SECTION” OF THE APPLICATION.

MAKE SURE YOU SIGN EVERYWHERE INDICATED. IF  
YOU DO NOT SIGN IN THE AREAS REQUIRED YOUR  
APPLICATION **WILL NOT** BE PROCESSED.



**EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8    High School: 1 2 3 4    College: 1 2 3 4  
Last school attended:

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Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application.

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**PREVIOUS EMPLOYERS**

Start with most current employer. *If applying for a DOT position, list employers for the previous 10 years.* All employers for the last 3 years will be contacted. Attach additional sheet if necessary

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Reason for leaving: \_\_\_\_\_ May we contact employer? Yes No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Description of Duties:

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Reason for leaving: \_\_\_\_\_ May we contact employer? Yes No

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**REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Applicant's Signature*

**APPLICANT'S ADDRESSES FOR PRECEDING 3-YEARS PRIOR TO APPLICATION**

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Street Address City State Zip

I certify that the above information is correct and accurate to the best of my knowledge in accordance with DOT 391.21(3).

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Applicant's Signature*

**PLEASE READ THE FOLLOWING CERTIFICATION CAREFULLY BEFORE SIGNING**  
**JOB APPLICANT'S CERTIFICATION**

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient reason for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and accept as indicated above, I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous education or employment record. I release all such persons from any liability damages on account of having furnished such information. I consent to such investigations as this employer may make regarding driving records, law enforcement records, credit reports and my general background. I further understand that all applicable portions of this application must be completed or I will be ineligible for consideration for the position for which I am applying. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract or for the providing of any benefits between this employer and the applicant. No promises regarding employment have been made to me, and I understand that no promise or guarantee of employment for any specific length of time or under any specified circumstances shall be binding upon unless made in writing by or with the express written consent and authorization of the President or owner. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and for any reason and that this employer retains the same right.

I understand that, if I am initially offered a position of employment, I will be required to submit to a drug and/ or alcohol tests which are a condition of employment and that refusal to submit to such tests when asked by this employer (e.g. random, post accident, reasonable suspicion) shall be considered sufficient reason for denial for employment or discharge and will disqualify me for employment at Regal Services for a minimum of one year.

I understand that if employed, the policies and rules, which are issued by this employer, are not contractual and that this employer may revise policies or procedures, in whole or in part, unilaterally at any time.

**IMPORTANT: IF YOU DO NOT UNDERSTAND OR IF YOU DISAGREE WITH ANY PORTION OF THE ABOVE CERTIFICATION, DO NOT SIGN BEFORE DISCUSSING WITH THIS EMPLOYER.**

This certifies that this application was completed by me, and that all entries on it are true and complete to the best of my knowledge.

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*Signature of Applicant*

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*Date*

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**USE THIS SHEET TO LIST ADDITIONAL EMPLOYERS**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Reason for leaving: \_\_\_\_\_ May we contact employer? Yes No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Reason for leaving: \_\_\_\_\_ May we contact employer? Yes No

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. (     ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Wages: \_\_\_\_\_

Description of Duties:

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Reason for leaving: \_\_\_\_\_ May we contact employer? Yes No

# REGAL SERVICES, LLC

## CONDITIONAL OFFER OF EMPLOYMENT

All qualified applicants will receive consideration for employment. Recruitment, hiring, training and promotions will be administered without regard to race, color, religion, national origin or sex. Criminal convictions related to any sexual offenses, drug related offenses, or crime involving personal injury or threat to another person may make applicant ineligible for employment with Regal Services.

In accordance with Regal Services and the Federal Drug Free Workplace Act of 1988, all applicants who receive a conditional offer of employment are required to take a pre-employment test for controlled substances. Refusal to undergo testing or a positive test result is grounds for refusal to hire or discharge will disqualify the applicant for employment at Regal Services for a minimum of one year. A social security card, current Oklahoma Drivers license (or alternate documents per immigration and Naturalization Services Regulations), and documentation of required licenses must be submitted immediately after a conditional offer of employment has been made.

Regal Services conditionally offers the position of

\_\_\_\_\_ to \_\_\_\_\_  
(POSITION TITLE) (APPLICANT NAME)

This conditional offer is subject to the following **SPECIAL CONDITIONS OF EMPLOYMENT:**

1. You must take and pass a drug test. Upon acceptance of this conditional offer, you are entitled to receive a copy of Regal Services' Drug-Free Workplace Policy and Drug and Alcohol Testing Policy.
2. If applying for a DOT regulated position, you must meet the qualification requirements set forth in 49 CFR section 391.
3. You agree to abide by and follow all Company Policies.

This offer is conditional upon your completing and our verifying the answers on you application for employment and on the additional Medical Inquiry Questionnaire and Authorization Form.

False or intentionally misleading answers to these questions as well as false or misleading answers on your application and/or job interview, or you not having a safety or accident record satisfactory to us, unrelated to a disability, are grounds for rescinding this offer or terminating your employment.

I understand and accept the conditions of employment stated above and can report to work, when notified, pending the results of my drug testing.

**If you are employed for 30 days or less, and you leave or are terminated for non compliance with the Employee Handbook, the costs associated with any pre-hire testing may be withheld from your final paycheck.**

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_  
(DATE)

# REGAL SERVICES, LLC

## MEDICAL INQUIRY QUESTIONNAIRE AND AUTHORIZATION

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EMPLOYER: **REGAL SERVICES**

APPLICANT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_

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Have you ever had an injury in the course of employment? Yes No

If the answer is Yes, answer below:

**First injury** Nature of injury \_\_\_\_\_

Employer when injured \_\_\_\_\_

Year \_\_\_\_\_ Remarks \_\_\_\_\_

**Second injury** Nature of injury \_\_\_\_\_

Employer when injured \_\_\_\_\_

Year \_\_\_\_\_ Remarks \_\_\_\_\_

**Third injury** Nature of injury \_\_\_\_\_

Employer when injured \_\_\_\_\_

Year \_\_\_\_\_ Remarks \_\_\_\_\_

Additional comments \_\_\_\_\_

I hereby declare the information on my application for employment and this additional information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given. Any intentional misrepresentation on my part will constitute a release to the employer for any liability that they may encounter by having acted on such facts. I have read the above and understand it.

I agree by signing the Consumer Authorization Release Form that my employment or retention may be determined in whole or in part from a report provided by a Third Party Company.

As a vehicle driver, I understand I will be subject to immediate termination if I become uninsurable as a driver due to traffic violations, irrespective of fault.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# REGAL SERVICES, LLC

## **Subject: Drug and Alcohol Testing Policy)**

### **I. Policy Statement**

The Company has a vital interest in maintaining a safe, healthy and efficient environment for all its employees. Employees under the influence of drugs or alcohol present safety and health risks to themselves and their fellow employees and have a detrimental effect upon high standards of performance and conduct. In order to assure a safe and efficient work environment, the Company cannot tolerate employees involved with illegal drugs or employees who abuse drugs and alcohol. Therefore, the possession, use, sale, or being under the influence of unauthorized or illegal drugs or the misuse of any legal drug on the premises or while on Company business is prohibited and will constitute grounds for discipline up to and including termination, even for the first offense. The possession, use, sale, or being under the influence of alcohol on the premises of the Company is also prohibited. Likewise, reporting to work while under the influence of alcohol is prohibited. Should an employee have questions concerning any aspect of the Substance Abuse Policy or procedure, he/she should contact their supervisor for further explanation.

With these basic objectives in mind, Regal Services has established the following policy with regard to abuse, possession, or sale of alcohol and drugs.

### **II. Scope of Policy**

- All employees, regardless of position or status.
- All applicants who have accepted conditional offers of employment.

### **III. Drug-Free Workplace Commitment**

As a condition of new and continued employment with the Company, all employees must certify in writing that (1) they received the policy; (2) they will abide by the terms of this Policy and (3) acknowledge that **any violation of this Policy will subject the employee to termination of employment.**

### **IV. Definitions**

**Legal Drug** includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

**Illegal Drug** is any drug: (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained; or (c) which is being used in a manner or for a purpose other than as prescribed. Illegal drug use includes but is not limited to an employee:

- bringing illegal drugs onto Regal Services' premises or property;
- having possession of;
- being under the influence of;
- possessing in the employee's body, blood, or urine in amounts exceeding the pre-determined cutoff level; or
- using, consuming, transferring, selling, or attempting to sell or transfer any form of illegal drug as previously defined while on Regal Services' business, on Regal Services' premises or operating any vehicle, machinery or equipment while performing assigned duties shall be guilty of misconduct.

**A Person is impaired by Alcohol** when the blood alcohol content is 0.02 or higher as determined by urine, breath, or blood tests.

**Abuse of Prescription Drug(s)** – Taking any prescribed medication in amounts in excess of the amounts prescribed to be taken; taking any medication for which a prescription is required without the individual having such a prescription; or taking any prescribed medication pursuant to instructions given or wrongfully obtained multiple prescriptions.

**Substance Abuse** includes the possession, use, purchase, sale, trading, or offering for sale of illegal drugs, either on or off the job. Substance abuse includes the presence of illegal drugs or their metabolites in the body at levels in excess of the cutoff levels established by rules adopted by the Oklahoma State Board of Health.

Substance abuse also includes abuse of a prescription drug, the use of alcohol on the job and/or being impaired by alcohol while on the job.

**The Oklahoma State Board of Health (“Board”)** is the state agency that sets testing standards for laboratories and certifies laboratories.

**Commissioner of Health** is the State Commissioner of Health for the Oklahoma State Board of Health.

**Medical Review** is a review by a Medical Review Officer, as defined in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, conducted for the purpose of interpreting and evaluating an individual's test results together with the individual's medical history and any other relevant information.

**Confirmation Test** – A drug or alcohol test on a sample to substantiate the results of an initial drug or alcohol test on the same sample and which uses different chemical principals and is of equal or greater accuracy than the initial drug or alcohol test.

**Confirmed Positive** – A positive result based upon an initial test using any scientifically accepted analytical method or procedure which is confirmed by a positive Confirmation Test at the cutoff levels as determined by rules adopted by the Oklahoma State Board of Health, and which is, in the opinion of the Medical Review Officer, the result of prescription drug abuse or substance abuse.

**Post-Accident Testing** – Testing will occur when an employee or another person has sustained a work-related injury as a result of a work-related accident or the employer's property has been damaged, including damage to equipment, in an amount reasonably estimated at the time of the accident to exceed five hundred dollars (\$500.00).

**Post-rehabilitation Testing** – Testing without notice, for a period of up to two (2) years, commencing with the employee's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program at the request of Regal Services.

## **V. Workers Compensation Benefits or Unemployment Benefits**

For purposes of workers compensation, an employee who tests positive for the presence of substances defined pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, as alcohol, illegal drugs or illegally used chemicals shall not be eligible for such compensation unless the employee proves by a preponderance of the evidence that the substances, alcohol, illegal drugs, or illegally used chemicals were not the immediate cause of the injury or accident.

*If an Employee is discharged due to refusal to submit to a drug or alcohol test or a confirmed positive drug or alcohol test in accordance with this policy, the Employee shall be considered to have been discharged for misconduct and is therefore disqualified from benefits available through the Oklahoma Employment Security Act of 1980. In any claim brought by the discharged employee for compensation, a copy of the drug or alcohol test shall be accepted as prima facie evidence of the administration and results of the drug or alcohol test.*

## **VI. Notification**

- A Drug and Alcohol Testing Policy will be posted at the Regal Services facility (employee break rooms).
- A Drug and Alcohol Testing Policy is included in Regal Services' Employment Handbook. The Handbook is available for review from the employee's supervisor or the managers of the Company. The Drug-Free Workplace Policy and Drug and Alcohol Testing Policy are also reviewed during a new employee orientation.
- When a conditional offer of employment is made, applicants will be given a copy of Regal Services' Drug-Free Workplace Policy and Drug and Alcohol Testing Policy and asked to acknowledge receipt of the policies at that time.
- All external Applications for Employment state: Upon a conditional offer of employment, "I will be required to submit to a drug and/ or alcohol tests which are a condition of employment and that refusal to submit to such tests when asked by this employer shall be considered sufficient reason for denial for employment or discharge and will disqualify me for employment at Regal Services for a minimum of one year."

## **VII. Testing**

Employees, as a condition of new and continued employment, and prospective employees will be subject to drug/alcohol testing under the circumstances set forth below:

- a. Applicant Testing

Applicants will be required, upon a conditional offer of employment, to undergo drug or alcohol testing. A refusal to undergo testing or a confirmed positive test result will be used as a basis for refusal to hire.

b. Scheduled, Periodic Testing

The Company may require an employee to undergo drug or alcohol testing which is routinely scheduled for all members of the employee's job classification or group. Regal Services may schedule fitness for duty medical examination, including testing herein for employees who are engaged in activities which directly affect the safety of others, including those who operate machinery or who drive Company vehicles.

c. For-cause Testing

Employees may be required to undergo drug and alcohol testing at any time when the Company reasonably believes that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances:

- a. drug or alcohol on or about the employee's person or in the employee's vicinity;
- b. conduct on the employee's part that suggest impairment or influence of drugs or alcohol;
- c. a report of drug or alcohol use while at work or on duty;
- d. information that an employee has tampered with drug or alcohol testing at any time;
- e. negative performance patterns; or
- F. excessive or unexplained absenteeism or tardiness.

d. Post-Accident

The Company may require testing when an employee has sustained a work-related injury, or the Company property has been damaged, including damage to equipment, in an amount reasonably estimated at the time of the accident to exceed five hundred dollars (\$500.00).

e. Random

The Company may require any employee to undergo drug and/or alcohol testing on a random selection basis. In selecting employees at random for alcohol or drug testing, all employees within a department being tested will be equally subject to being selected. The Company will not have the discretion to waive the selection of any employee. Random tests may be required of any employee, including employees who are engaged in activities that directly affect the safety of others.

f. Refusal

Any applicant or employee refusing to submit to a drug and/or alcohol test will be subject to immediate termination or will not be eligible for hire.

### **VIII. Substances Which May Be Tested**

Substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by the State Commissioner of Health.

### **IX. Testing Methods and Collection Procedures**

The following procedure will be followed with regard to testing:

1. The applicant/employee will have the sample collected by a trained and certified person on the Company's premises.
2. A breath alcohol, blood, hair, and/or urinalysis test will be performed by a laboratory certified and licensed by the Board.
3. The Company will receive the test results shortly after the test is performed.
4. If the testing is For-cause testing, after the test is conducted, the employee will be placed on a temporary suspension while waiting for the test results. If the test results are negative the suspension will be paid. If the test results are positive the suspension will be unpaid and disciplinary measures up to and including termination, will be taken. No other action will be taken against the employee until the test results are confirmed in compliance with state law.

All collection and testing will be conducted in accordance with the Oklahoma State Board of Health and will ensure the privacy of the individual being tested, and prevented and will assist in the detection of tampering, contamination or adulteration. Sample documentation procedures will include:

- (a) labeling of samples
- (b) an opportunity for the applicant or employee, in confidence, to provide any information which the applicant or employee considers relevant to the tests or test results, including identification of currently or recently used prescription or non-prescription drugs, or other relevant information.

Samples will be collected and tested only by those deemed qualified by the Board and may be collected on the Company's premises or at a licensed testing facility. Only samples deemed appropriate by the Board for drug and alcohol testing will be collected. Samples will be collected in sufficient quantities for splitting into two separate specimens pursuant to the Board rules to provide for subsequent independent analysis in the event an employee wishes to challenge the test results of the main specimen.

## **X. Medical Review Officer and Right to Explain Test Results**

Before results are reported to the Company, all confirmed positive test results will be reviewed by a qualified Medical Review Officer (MRO). As a part of his/her review, the MRO will notify the individual who received a confirmed positive test result and afford the individual an opportunity to provide a confidential explanation and evidence, if any, why the result should not be deemed positive.

## **XI. Confidentiality of Policy Records**

All drug testing records and documents generated as a result of this Policy are confidential, will be kept separate from the individual's other personnel records and are the property of the Company. All drug testing records will be maintained and used in compliance with state law. Upon request of the applicant or employee tested, drug test records will be made available to the applicant or employee for inspection and copying.

## **XII. Discipline**

### **A. Refusal to Provide Consent and/or Revocation of Consent, Failure or Refusal to Submit to Testing and/or Inspection, Voluntary Admission of Prohibited Conduct Under This Policy.**

1. An employee's refusal to sign the Company's Consent Form, revocation of a signed Consent form, or refusal/failure to submit to a drug/alcohol test when so requested, constitutes insubordination and serious misconduct that will subject the employee to termination of employment.
2. Refusal to timely permit inspection or search of personal property or areas under the employee's control when requested to do so by management, or to produce and submit a substance to management for content testing and evaluation will subject the employee to termination of employment.

### **B. Confirmed Positive Test Result**

Tests with positive results shall be confirmed with secondary tests under the applicable state guidelines. If the results are confirmed positive, the employee can request the split sample be tested at the employee's expense. If, however, the result of the split sample is negative, the Company will bear the cost of the split sample test. A confirmed positive test result will subject the employee to termination of employment and a basis for refusal to hire. Further, it will disqualify the applicant from employment for a minimum of one year.

### **C. All Other Violations**

All other violations of this Policy which are not specifically noted above, including but not limited to tampering with a sample or attempting to manipulate a result, will result in disciplinary action, the severity of which shall be in the

sole discretion of the Company's management consistent with current policies and procedures, up to and including termination of employment.

D. Suspension Pending Investigation

Any employee who is the subject of an investigation regarding possible violation of this Policy may be placed on temporary suspension without pay pending full investigation of the matter. If such an investigation results in a finding of no violation of this Policy, the employee will be returned to work and made whole for lost wages during the suspension.

**XIII. Appeal Procedure**

Employees have the right to have the same sample drug specimen retested within seventy-two hours of the employee's notification of test result at the same lab at their own expense, or to have the second split specimen tested at their expense at another certified laboratory. Should the outcome of the tests differ, the negative test will be assumed correct and the employee will be reimbursed for the actual cost of the negative test results.

**XIV. Criminal Drug Statute Violation**

Drug statute violation, including a plea of guilty or no contest, for an occurrence on or off the Company premises or job location(s) is required to notify their immediate supervisor within thirty (30) days of the arrest, charge or conviction. Any employee failing to notify their immediate supervisor within thirty (30) days of a criminal drug arrest, charge or conviction will be subject to disciplinary action up to and including discharge and prohibited from entering the Company premises and/or job locations. Any employee convicted of a drug statute violation is subject to discipline up to and including termination as determined by management.

**XV. Department of Transportation's Regulations**

Where Department of Transportation (DOT) regulations apply to company drivers, DOT regulations supersedes the provisions of this Policy to the extent the provisions of this Policy may be inconsistent with or different than such DOT regulations.

**XVI. Changes or Modifications**

The Company reserves the right to change the provisions of this Policy at any time. Written notice of all changes or modifications to the Policy will be given to affected employees ten (10) days prior to implementation of the changes or modifications. In the event of any inconsistency between this Policy and the applicable Oklahoma or Federal laws and regulations, such laws and regulation will govern.

## **XVII. Not a Contract/Guarantee of Employment**

Nothing in this Policy is to be construed as a contract or guarantee of employment for any period of time or as altering an employee's at-will employment relationship with the Company, meaning either party can terminate employment with or without cause and with or without notice.