



CARLISLE & BRAY
ENTERPRISES



***Thank you for your interest in becoming a part of the
Carlisle & Bray Enterprises team!***

In order for us to consider you for employment, you must first complete the enclosed application and forms. Please include all current telephone numbers and contact information. Your accuracy in completing this package will assist our team in processing your application in a timely manner.

Carlisle & Bray supports the United States Coast Guard in mandating zero tolerance of illegal drugs and alcohol. We are committed to everyone's welfare and feel this program is necessary to assure the safety and welfare of all our employees.

Once again, thank you for your interest in Carlisle & Bray!

**Mail Completed Application to:
Carlisle & Bray Enterprises
50 East RiverCenter Blvd. Suite 1180
Covington, KY 41011**

CARLISLE & BRAY ENTERPRISES
EMPLOYMENT APPLICATION

PERSONAL INFORMATION

List position(s) applying for: _____

1. Name: _____
LAST FIRST MIDDLE

2. Social Security No. _____ - _____ - _____

3. Current Address: _____
No./Apt. STREET

CITY STATE ZIP

4. Telephone No. _____ - _____ - _____ Alternate Telephone No. _____ - _____ - _____

Current Email address: _____

5. Are you lawfully authorized to work in the U.S.?

YES NO

6. Do you have any friends or relatives currently working for Carlisle & Bray Enterprises

YES NO

If Yes, please list: _____

How did you hear about this company? _____

7. When are you available to begin work? _____

8. Have you ever tested positive or refused to take a pre-employment drug or alcohol test?

YES NO If, Yes list dates and details below.

9. Do you have a marine license or document? YES NO

What USCG license do you hold? _____

Which issue are you on now? _____

Expiration Date: _____ USCG Medical Card (if applicable) Expiration date: _____

10. Do you have a valid driver's license not currently under suspension or restrictions?

YES License No. _____ Issuing State _____ EXP DATE: _____

NO _____

Do you have a picture ID: YES NO If yes, what type: _____

11. Have you been convicted or plead guilty or no contest to any criminal offense other than traffic offenses? (include any and all instances of offenses even if they are no longer on your record) YES NO (If YES, describe in full, including date(s) and court where convicted) _____

12. U.S. Military Service: YES NO

IF YES, please list the branch, total years served, last rank attained:

EDUCATION – List your educational history, including any high school, GED, college, technical schools, or work related training.

NAME OF SCHOOL	ADDRESS	YRS ATTENDED	DIPLOMA/DEGREE/CERTIFICATION

EMPLOYMENT HISTORY – List your past five (3) most recent employers, beginning with your current or most recent. Do not leave any lapses in times. If unemployed, state such. ((We must be able to contact previous employers so please ensure that information is correct))

1. Name of Employer: _____ Telephone No.: ____-____-____
Address: _____
 No./Apt. STREET CITY STATE ZIP CODE
Name of Supervisor: _____ Your Position Held: _____
List Your Primary Job Duties: _____

Dates of Employment: _____ Thru _____ Reason for Leaving: _____

2. Name of Employer: _____ Telephone No.: ____-____-____
Address: _____
 No./Apt. STREET CITY STATE ZIP CODE
Name of Supervisor: _____ Your Position Held: _____
List Your Primary Job Duties: _____

Dates of Employment: _____ Thru _____ Reason for Leaving: _____

3. Name of Employer: _____ Telephone No.: ____-____-____
Address: _____
 No./Apt. STREET CITY STATE ZIP CODE
Name of Supervisor: _____ Your Position Held: _____
List Your Primary Job Duties: _____

Dates of Employment: _____ Thru _____ Reason for Leaving: _____

General Information: Please list any other special training, special studies, or special skill sets:

REFERENCES – List 3 people not related to you who we may contact if needed.

<u>Name</u>	<u>Telephone No.</u>	<u>Reference Type</u> (Personal or Professional)
1. _____	____ - ____ - ____	_____
2. _____	____ - ____ - ____	_____
3. _____	____ - ____ - ____	_____

GENERAL

I certify that all the information that I have provided is true and complete to the best of my knowledge. I understand that false statements on this application are sufficient cause for denial of employment or, if employed, reason enough for dismissal without regard to the length of my employment.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified periods of time, or to make any agreement contrary to the forgoing, unless it is specifically expressed in writing and signed by an authorized company representative.

If hired, I understand and agree that my employment is for no definite period of time and may be terminated at any time without prior notice. My employment with Carlisle & Bray Enterprises shall be “at will” and nothing herein shall institute any contract of employment between the employer and applicant. All employees of Carlisle & Bray Enterprises, LLC., may be discharged with or without cause in accordance with the laws of employment “AT WILL”, in the commonwealth of Kentucky.

I am aware that I will be given a comprehensive physical exam which will also include a drug and alcohol screen administered by a company physician prior to my employment, and that I will also be subject to drug and alcohol random testing as required by Company Policy and/or U.S. Coast Guard regulations.

I authorize investigation on all information contained in this application. I further authorize all persons and employers listed herein to release personnel records and other information relative to my employment with this employer. I hereby release and forever discharge my prior, existing, or future employers with respect to any liability arising out of or in conjunction with the information disclosed pursuant to applicant’s authorization hereunder unless the contents were intentionally provided as false and misleading. I understand that if the results of such an investigation are not satisfactory in the judgment of Carlisle & Bray Enterprises, any offer of employment made by the Carlisle and Bray Enterprises may be withdrawn. If I have been employed, and if in the judgement of Carlisle and Bray Enterprises, any misrepresentation or false information has been made or given by me herein, my employment may be terminated immediately without any obligation or liability to me other than for payment at the rate agreed upon for services actually rendered. I understand that as part of normal procedure for processing employment applications and employment requests, a routine inquiry may be made concerning information or character, reputation, prior employment, etc. I authorize such investigation and acknowledge that information on the nature and scope of such a report, if one is made, is available on written request.

Print Name:

Applicant's Signature

Date

CONSENT TO DRUG AND ALCOHOL TESTING

I understand and agree that prior to employment and/or during the course of my employment, I may be required to submit to tests to determine alcohol or drug use and I hereby release from all liability all clinics, doctors, nurses or contractors who conduct such tests. I consent to the taking of such tests as directed by Carlisle & Bray Enterprises, LLC., and further consent that the results of any such tests may form the basis for withdrawal of any offer or for my termination if hired.

I authorize a photocopy or facsimile of this release to be considered as effective and valid as the original. All results will be proprietary and will be kept confidential and will not be provided to any other parties other than the company, our legal representatives, government agencies, or other perspective employers as required by law, court order or subpoena.

I hereby understand and agree that if I (1) fail a chemical test for controlled substances, (2) fail a breath alcohol test, (3) refuse to participate in a company conducted pre-employment, random, reasonable cause, or post accident test, I will be denied employment as a crew member, and be subjected to suspension and revocation proceedings according to applicable United States Coast Guard regulations. I further understand and agree to hold harmless Carlisle & Bray Enterprises LLC., our employees, agents, and assigns from any action taken against my License, Certificate or Registry, or Merchant Mariner's Document as a result of my refusal or positive test results.

Carlisle & Bray Enterprises LLC., retrieval and usage of this information will comply with applicable laws, rules, and regulations. Carlisle & Bray Enterprises LLC., is an Equal Opportunity Employer and does not discriminate based upon race, color, gender, national origin, religion, age or disability.

((My Signature below acknowledges that I have read and understand all of the above statements))

 Print Your Name

 Signature

 Date

MEDICAL INFORMATION RELEASE

In connection with employment at Carlisle & Bray Enterprises, LLC (hereafter "Company"), may request a medical inquiry and/or examination for purposes of establishing and verifying the performance of essential job-related functions, with and without reasonable accommodation. I authorize and request all healthcare providers or hospitals to release said information for verification of a medical inquiry, if required, to the Company, its designated representatives, or its healthcare provider. I also understand and agree that I may be required to take a fitness for duty exam when there is a need to determine whether I am still able to perform the essential functions of the job in a safe and compliant manner.

I hereby hold harmless the Company, its officers, directors, employers, agents and assigns, for my death, any personal injury or illness resulting from, arising out of, or incurred during such test, without regard to the causes thereof or the Company's negligence, whether sole, joint, concurrent, active or passive.

I authorize a photocopy or facsimile of the Medical Information Release to be considered as effective and valid as the original. All results will be proprietary, will be kept confidential, and will not be provided to any parties other than the Company or its legal representatives, unless required to do so by court order or subpoena.

I voluntarily waive all recourse against and hereby release the requested parties from liability for complying with this Medical Information Release. The Company's retrieval and usage of this information will comply with applicable laws, rules, and regulations. The Company is an Equal Opportunity Employer and does not discriminate based upon race, color, gender, national origin, religion, age, or disability. I further understand that the above information has been explained to me, and I fully understand its contents and applications.

((My Signature below acknowledges that I have read and understand all of the above statements))

Print Your Name

Signature

Date

DISCLOSURE — CRIMINAL BACKGROUND//MOTOR VEHICLE CHECKS

It is the policy of Carlisle & Bray Enterprises, LLC. ("Employer") to request and obtain criminal background checks and motor vehicle reports of job applicants, including copies of any arrest or conviction report, for employment purposes. Therefore, we intend to request such reports in connection with your employment application. Please review and sign the following authorization and release to allow us to obtain such information.

AUTHORIZATION AND RELEASE

I hereby acknowledge that I have been informed that Employer intends to procure a copy of any arrest or conviction records and motor vehicle reports pertaining to me.

I hereby certify that I have given Employer, and any agents it may designate or to which it may delegate, permission to obtain a copy of any arrest or conviction record pertaining to me, any motor vehicle report pertaining to me in the files of any agency which may keep or report such records (collectively, the "Agency"). I hereby release the Agency and the Employer and each and every person or entity in any way associated or affiliated with the Agency or the Employer (including without limitation agents of Employer) in the past, present, or future, connected therewith from all liability in connection with the dissemination of such arrest and conviction data, or motor vehicle report or any injury or damage I may suffer, because of the compliance, or attempts to comply, with this authorization. Further, I agree not to file suit or initiate any claim or procedure against the Agency, the Employer, or any agents the Employer may designate or to which it may delegate, with respect to any such injury or other claim or loss. This authorization is made on behalf of myself, my estate, executor, heirs and assigns. I specifically acknowledge that the signing of this authorization and release is made knowingly and is my voluntary act and deed.

((My Signature below acknowledges that I have read and understand all of the above statements))

Print Your Name:

Signature:

Date:

AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

BY COMPLETING THIS FORM, I _____
AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE AND BELOW TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

SPECIFICALLY, I AUTHORIZE Carlisle & Bray Enterprises, LLC:

- TO OBTAIN, AS PART OF THE DEPARTMENT OF TRANSPORTATION (“DOT”) QUALIFICATION PROCESS, RESULTS OF ALL DOT REQUIRED DRUG AND ALCOHOL TESTING TO WHICH I HAVE SUBMITTED DURING THE PAST TWO (2) YEARS FROM ANY OF MY EMPLOYERS OR FROM ANY SUBSTANCE ABUSE PROFESSIONALS, REHABILITATION FACILITIES AND/OR MEDICAL REVIEW OFFICERS IN POSSESSION OF SUCH INFORMATION. THESE RESULTS MAY INCLUDE:
 - ALL POSITIVE DRUG TEST RESULTS DURING THE PAST TWO (2) YEARS;
 - ALL ALCOHOL TEST RESULTS OF .04 OR GREATER DURING THE PAST TWO (2) YEARS;
 - ALL INSTANCES IN WHICH I REFUSED TO SUBMIT TO A REQUIRED DRUG AND/OR ALCOHOL TEST DURING THE PAST TWO (2) YEARS; AND
 - OTHER VIOLATIONS OF DOT AGENCY DRUG AND ALCOHOL TEST REGULATIONS.

Company Worked For DOT Past 2 Years	From (Month/Year)	To (Month/Year)

- TO INVESTIGATE AND OBTAIN RESULTS OF ANY INVESTIGATION INTO MY BACKGROUND, CHARACTER, GENERAL REPUTATION, CRIMINAL HISTORY OR ANY ALLEGATIONS OR CHARGES OF CRIMINAL CONDUCT BY ME PRIOR TO SEEKING EMPLOYMENT WITH C & B MARINE, LLC.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

ALL EMPLOYEES OF Carlisle & Bray Enterprises, LLC.. MAY BE DISCHARGED WITH OR WITHOUT CAUSE IN ACCORDANCE WITH THE LAWS OF EMPLOYMENT “AT WILL”, IN THE COMMONWEALTH OF KENTUCKY.

DATE _____ SIGNATURE _____

Mail To: Carlisle & Bray Enterprises, LLC
c/o Administrative Assistant
50 E. Rivercenter Blvd. Suite 1180
Covington, KY 41011-1683
FAX # 859-746-7427

