

# EMPLOYMENT APPLICATION INSTRUCTIONS

Please check the location(s) you are applying for and direct the application to the following:

## WC Logistics, Drivers & Mechanics

Apply at [hire@wcsq.com](mailto:hire@wcsq.com)

- Buena Park
- Corona
- Modesto
- Palm Springs
- Phoenix
- Riverside
- Sacramento
- San Diego
- San Francisco Bay
- Ventura
- Visalia

## Resource Building Materials

Apply at [rhmhiring@resourcebuildingmaterials.com](mailto:rhmhiring@resourcebuildingmaterials.com)

- Beaumont
- Chino
- Downey
- Gardena
- Huntington Beach
- Industry
- Lake Forest
- Lancaster
- Modesto
- Sacramento
- Stanton
- Visalia
- West Coast Landscape Supply—Palm Springs

All other inquiries should be directed to [hire@wcsq.com](mailto:hire@wcsq.com)

## West Coast Aggregate Supply

- Palm Springs
- Phoenix

## Material Sales Unlimited

- Stanton
- Touchstone

## WC Wood Industries

- Visalia

## Sunrise Rock & Redi Mix

- Modesto

## West Coast Sand & Gravel

- Clerical, dispatch & office positions at one of our WC Logistics locations

# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation, or physical or mental disability.*

PERSONAL					
Last Name	First Name	Middle Name	Application Date		
Have you ever used another name? <input type="checkbox"/> YES <input type="checkbox"/> NO. Is any additional information relative to change of name, or use of a nickname or assumed name, necessary to enable a check on your work and educational records?			Cell Phone #	Home Phone #	
If yes, please explain: _____			Email address		
_____			Are you at least 18 years old? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Street Address: _____			If under 18, do you have a work permit? <input type="checkbox"/> YES <input type="checkbox"/> NO		
City: _____ State: _____ Zip _____			_____		
List your previous addresses for the past 3 years:					
_____	_____	_____	_____	How long? _____	
Street Address	City	State	Zip Code	years / months	
_____	_____	_____	_____	How long? _____	
Street Address	City	State	Zip Code	years / months	
Position Desired			Referred By		
Have you ever interviewed with West Coast Materials or its affiliates before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, for what Position? _____			Have you ever been employed by West Coast Materials or its affiliates before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, in what position, and list reason for leaving: _____		
Do you have relatives or friends currently working for West Coast Materials or its affiliates <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list: _____			List any relatives or friends that have worked for West Coast Materials or its affiliates in the past: _____		
If hired, can you present evidence of your identity & legal authority to live and work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If hired, will you be able to work overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO			Do you have adequate and reliable transportation to and from work? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Please describe any experience, special training, and/or qualifications that you have which you feel are relevant to the position for which you are applying: \_\_\_\_\_

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**PERSONAL REFERENCES**

Reference Name	Occupation	Relationship	# of years known	Contact information
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Reference Name	Occupation	Relationship	# of years known	Contact information
Reference Name	Occupation	Relationship	# of years known	Contact information

**EDUCATION**

School Name	Highest year completed	Diploma/Degree/License/Certificate	Describe course of study or Major	Describe specialized training, experience, skills, and/or extra-curricular activities
High School				
College/University				
Graduate/Professional				
Trade/Correspondence				
Other				

List any Professional Designations:

## EMPLOYMENT HISTORY

List all employment for the past 10 years, starting with the most recent position. All information must be completed (enter information, and do not refer to resume)

Dates of employment From: _____ To: _____	Supervisor name & Contact Information	Employer Name, Address, Phone	
Job title	Duties & Responsibilities		Reason For Leaving

Dates of employment From: _____ To: _____	Supervisor name & Contact Information	Employer Name, Address, Phone	
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Job title	Duties & Responsibilities		Reason For Leaving

Dates of employment From: _____ To: _____	Supervisor name & Contact Information	Employer Name, Address, Phone	
Job title	Duties & Responsibilities		Reason For Leaving

Dates of employment From: _____ To: _____	Supervisor name & Contact Information	Employer Name, Address, Phone	
Job title	Duties & Responsibilities		Reason For Leaving

Have you ever been terminated or asked to resign from any job? \_\_\_YES \_\_\_NO. If yes, please explain the circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer, and if no, please explain why not:

**Applicants For Truck Driver Position, Please complete the following:**

If applying for a Driver position, please list required Driver's License Information:  
 State Issuing License:\_\_\_\_\_ License #:\_\_\_\_\_ Exp. Date:\_\_\_\_\_ Class Type:\_\_\_\_\_

**\*\*\*Driver Applicants will be required to submit the following: Green Medical Card; Driver License; 10 year DMV Printout; Social Security Card**

**Accident Record**

Dates	Nature of accident	Fatalities	Injuries
Last accident _____	_____	_____	_____
Next previous _____	_____	_____	_____
Next previous _____	_____	_____	_____
Next previous _____	_____	_____	_____

**Traffic convictions**

Location	Date	Charge	Penalty

**Other State Driver Licenses**

State	License #	Type	Expiration date

QUESTIONS	YES	NO
Have you ever been denied a license, permit or privilege to operate a motor vehicle		
Have you ever had a license, permit or privilege suspended or revoked		
If you answered yes to either question, please provide details		

**APPLICANT'S STATEMENT AND AGREEMENT**

In the event of my employment with West Coast Materials, I will comply with all rules and regulations of West Coast Materials ("Employer"). I understand the Employer reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent on passing of a physical examination and a test for the presence of drugs in my system, performed by a doctor selected by Employer. Further, I understand that at any time after I am hired, Employer may require me to submit to a physical examination and an alcohol and drug test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to the Employer. I also understand that I may be required to take other tests such as personality and honesty tests, prior to and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I hereby state that all information provided on this application or any other documents completed in connection with my employment application, and in an interview are true and correct. I understand that, in the event of my employment by West Coast Companies, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I understand that West Coast Materials may contact my previous employers and I authorize those employers to disclose to Employer all records and information pertinent to my employment with them. In addition, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Employer, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Employer with any pertinent information they may have regarding me.

If hired, I agree as follows: my employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either the Employer or me at any time and for any reason whatsoever, with or without good cause. This is the entire agreement between the Employer and me regarding dispute resolution, the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the President of West Coast Materials. No supervisor or representative of the Employer, other than the President, has any authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the foregoing. Oral representations made before or after I am hired do not alter this agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS AND I HAVE ALSO BEEN GIVEN SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT. (DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT).**

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## **A Summary of Your Rights under the Fair Credit Reporting Act**

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment—or to take another adverse action against you—must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.**

Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureau at 1-888-567-8688.

**You may see damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws.** In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

**TYPE OF BUSINESS:**

1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and ALL Other Creditors Not Listed Above

**CONTACT:**

a. Consumer Financial Protection Bureau  
1700 G. Street NW

Washington, DC 20552

b. Federal Trade Commission: Consumer RESPONSE Center-FCRA Washington, DC 20580.  
(877) 382-4357

a. Office of the Comptroller of the Currency Customer Assistance Group. 1301 McKinney St. Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings

Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Nearest Packers and Stockyards Administration area Supervisor

Associate Depute Administrator for Capital Access  
United States Small Business Administration  
409 Third Street, SW 8<sup>th</sup> Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE

Washington DC 20549  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or Federal Trade Commission:



**Consumer Response Center-FCRA  
Washington, DC 20580  
(877) 382-4357**

### **Additional Information about the Fair Credit Reporting Act**

The Summary of Your Rights provided above does not reflect certain amendments contained in the Consumer Reporting Employment Clarification Act of 1998. The following additional information may be important to you:

- Records of convictions of crimes can be reported regardless of when they occurred.
- If you apply for a job that is covered by the Department of Transportation's authority to establish qualifications and the maximum hours for that job and you apply by mail, telephone, computer, or other similar means, your consent to a consumer report may validly be obtained orally, in writing, or electronically. If an adverse action is taken against you because of a consumer report for which you gave your consent over the telephone, computer, or similar means, you may be informed of the adverse action and the name, address and phone number of the consumer reporting agency, orally, in writing, or electronically.

## Privacy Notice

Our Company and its affiliates provide this Privacy Notice to California Employees, Job Applicants, and Consumers as notification of our privacy practices to comply with the California Consumer Privacy Act as amended by the California Privacy Rights Act (jointly, the “CCPA”).

The CCPA applies to California Residents who are considered “Consumers” under the CCPA and from whom we collect “Personal Information” or “Sensitive Personal Information”. California Residents who are Employees and/or Job Applicants qualify as “Consumers.” Under the CCPA, “Personal Information” is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked directly or indirectly, with a particular California Resident or Household. “Sensitive Personal Information” is personal information that is not publicly available and reveals certain information, including, among other things, a consumer’s social security number, precise geolocation, or racial classification data. Any terms defined in the CCPA have the same meaning when used in this Privacy Notice.

Our Company respects and understands the importance of protecting the personal information of Consumers. The charts below reflect the categories of personal information and sensitive personal information we have collected from California Consumers over the past twelve (12) months, the sources from which the information was collected, the business or commercial purpose for which the information was collected, and the categories of third parties that have received that information.

Categories of Personal Information Collected	Sources of Collection	Business/Commercial Purpose for Collection	Categories of Third Parties Receiving Personal Information
Personal Identifiers such as your name, address, email address, telephone number, date of birth, signature, username or account name.	You.	To provide our Services to you.  To provide information about our services to you.  To answer questions.  To conduct hiring.	Invoicing and payment processors.  Employee background check service providers.
Characteristics of Protected Classes that are protected classes or groups under state or federal law, such as age, sex, marital status, citizenship, and veteran status	You.	To comply with state and federal laws.  To conduct hiring.	
Education Information, such as school and education history.	You.	To conduct hiring.	Employee background check service providers.

Employment related information, such as work history, prior employers, employee job title, employment status, training information, termination information, and results of criminal background checks.	You.	To conduct hiring.	Employee background check service providers.
Financial information including your bank account number, or other financial information.	You.	To process transactions.  For insurance and collections purposes.  For payroll purposes.	Invoicing and payment processors.  Insurers and collections agencies, when required.
Benefit Information such as benefit selection, date of birth, health insurance information, and policy numbers.	You.	To administer and maintain benefits, including group health insurance and retirement plans.	Benefits Administrators  Retirement Plan Administrators.
Emergency Contact and Beneficiary Information, such as your designation's name and contact information, their birth date, and relationship to you.	You.	To administer and maintain retirement plans.	Retirement Plan Administrators.
Internet and other network activity information about your use, and the use by any person(s) you authorize through your account, of our website and applications, such as the content you view, your browsing history, search history, browser device and type, unique device identifier and/your IP address and information about your interactions with our websites or applications including how often you use our services, and your preferences.	Devices and platforms you use to access our services.	To provide our Services to you.  To estimate our audience size.	Website analytics providers.
Photographs, video recordings and audio recordings.	Security Cameras.	To protect our property and staff.	

Categories of Sensitive Personal Information Collected	Sources of Collection	Business/Commercial Purpose for Collection	Categories of Third Parties Receiving Personal Information
Personal Identifiers for you, your emergency contact, or your beneficiaries such as any federal or state issued identification numbers including but not limited to Social Security Number, Driver’s License Number, and Passport Number.	You.	To provide our Services to you.  To provide information about our services to you.  To answer questions.  To conduct hiring.	Invoicing and payment processors.  Employee background check service providers.
Characteristics of Protected Classes that are protected classes or groups, such as race or national origin.	You.	To comply with state and federal laws.  To conduct hiring.	
Medical information including medical conditions, physical disability, or mental disability.	You.	To conduct hiring.	Health clinics providing fitness for duty examination services.

**Disclosure to Third Parties**

Our Company does not sell or otherwise disclose your personal information to any third parties for any monetary consideration or financial benefit.

Our Company discloses your personal information for business purposes to its service providers and vendors who perform business and human resource functions and services on our behalf. Our Company only shares your personal information with its service providers to the extent necessary in order to fulfill the purposes of human resource administration as identified in this Privacy Notice or as required by law.

Our Company may also disclose your personal information to government authorities or agencies when required or permitted to by local, state, or federal law. Our Company may also disclose your information for other legal reasons when permitted, including to protect our legal rights, and where necessary to protect the vital interests of any person.

**Your Rights under the CCPA**

California Residents have the right to:

- Request access to the personal information that we have collected, including the categories of information collected, the sources of that information, our purpose for collecting the information,

the categories of third parties with whom we share the information, and the specific pieces of your personal information that we have collected.

- Request that we correct inaccurate information or delete your personal information subject to certain exceptions

As a California resident, you also have the right to be free from unlawful discrimination for exercising your rights under the CCPA.

### **How to Make Requests**

If you are a California resident you can make an Access, Deletion, or Correction Request by:

1. Submitting your request to [hrgroup@wcsf.com](mailto:hrgroup@wcsf.com)
2. Contacting us at 800-522-0282 x114

Additional Personal Information may be required to verify your identity matches data we have in our records as required by law. The personal information collected to verify your identity will not be used for any other purpose. Once your request has been received, Our Company will take reasonable steps to comply provided that the requests will not put Our Company in violation of any federal or state regulations.

### **Our Retention Policy for Personal Information**

Your Personal Information will be stored for the duration required to comply with legal obligations required by local, state, and federal laws.

### **Changes to this Notice**

Our Company reserves the right to amend this Privacy Notice at its discretion at any time. As updates occur, Our Company will post the updated notice on its website and employee portal, together with the effective date. If Our Company would like to use your personal information for purposes that are not specified in this notice, Our Company will seek your consent before using your Personal Information.

Last modified: December 27, 2022