



1429 Avenue D, #166
Snohomish, WA 98290-1742
Phone: 360.863.2182
Fax: 360.217.7183

EMPLOYMENT APPLICATION PACKET

Thank you for your interest in employment with us!

We are a proactive, customer service oriented, family owned and operated mobile services company that specializes in non-traditional and emergency food service. In addition, we also offer complete emergency support base camp services and have the ability to coordinate equipment, people, supplies, and food all across the country.

We are a fun, growing enterprise that believes the customers are our business and are committed to being a valued service organization that is profitable, fun, family oriented and provide excellent customer service. The companies strive to exceed the needs and expectations of our customers.

We are always searching for qualified individuals to add to our staff in a variety of positions. The following pages consist of our Employment Application Packet which is to be completed in order to be eligible for employment. Please be sure that you have fully read and understand the documents that have been included in this packet. These documents consist of the following:

- Application for Employment (4 pages)
- Equal Employment Opportunity Form (1 page)
- Disclosure Form (1 Page)
- Job Site Information (1 page)
- Proper Identification Information (1 page)

The Job Site Information and Proper Identification Information pages are for your reference and do not need to be returned to the office. **Once you have completed the Application for Employment and Equal Opportunity Employment pages, please fax or mail them to the Incident Catering Services offices:**

Fax: 360.217.7183

Mail: ICS / OK'S
Employment Application
1429 Avenue D, Suite 166
Snohomish, WA 98290-1742

GENERAL INFORMATION

If you have not worked for us before, you will be required to show proper identification and complete the necessary paperwork in order to be hired. **Failure to bring the required documents will bar you from being hired and will subject you to being sent home at your own expense.** Refer to the back of the Job Site Information sheet for a list of proper documents.

Are you eligible to work in the United States? Yes No

Are you over the age of 18? Yes No *

*If you chose no, please tell us when you turn 18: _____

What date will you be available to work? _____

Do you have a Valid Current Driver's License? Yes* No

* If Yes, from what state: _____

* Is it a Commercial Driver's License? Yes No

Have you ever been convicted of a felony or misdemeanor by a civil or military authority?

(Answering yes does not automatically bar you from employment. You do not need to disclose misdemeanors unless they are directly related to the work for which you are applying.)

Yes* No

*If Yes, please explain: _____

WORK ENVIRONMENT

Can you adapt to long work hours and extreme conditions? Yes No

Are you flexible enough to work in a position other than the one you are applying for? Yes No

Do you understand and accept that you may be required to be away from home for extended periods of up to thirty days at a time or longer? Yes No

Are there any other limitations that may affect your travel or transfer within the company? Yes* No

* If Yes, please explain: _____

EDUCATION

Type of School	Name & City	Did you graduate?	Course or Major
College			
Technical School			
High School			
Other			

WORK EXPERIENCE

Company:			
Address:			
Phone Number:		Position Held:	
Start Date:		End Date:	

Company:			
Address:			
Phone Number:		Position Held:	
Start Date:		End Date:	

Company:			
Address:			
Phone Number:		Position Held:	
Start Date:		End Date:	

OTHER SKILLS

Please list any other skills, qualifications and/or training which you feel may be relevant:

PLEASE READ AND SIGN THIS PORTION

By signing this application, I certify:

That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, the employer or its agents may investigate my background and employment history. By requesting information from my previous employers and persons or corporations who can provide information related to my previous employment, I agree to hold harmless from any liability or damage the company, any employee, and/or other person involved in this process. I understand that as an applicant for this position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. **I understand that voluntary or involuntary termination prior to my release by company management will subject me to being sent home at my own expense by whatever means company management deems suitable under the circumstances. I further understand that I may be involuntarily terminated at any time if I should fail to perform my job satisfactorily or to obey rules set by company management.** I also understand and agree that any payroll advances, personal or travel expenses charged to my account will constitute a legal debt owed by me to the company and give the company permission to withhold this sum for any amounts I would otherwise receive, including my final paycheck. I understand that if offered a job, it may be conditioned on the results of a drug and alcohol test or other examination. I realize that if I am hired, the employer reserves the right to terminate my employment whenever the need arises and for any other reason, including but not limited to my failure to pass the above mentioned screenings and tests. If hired, I agree to abide by all of the rules and policies of the employer.

Applicant Signature

Date

- Unsigned applications will not be accepted. -

FOR OFFICE USE ONLY

Reviewed By: _____ on _____

Rated: Qualified Not Qualified - Reasons: _____

Job Offered on: _____ for job: _____

Notes: _____



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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

It is required by Federal Law that our company maintain an Affirmative Action Program. Accordingly, we request that you complete this form. However, this form is voluntary and is not required in order for us to offer you employment. This completed form is separated from your application packet upon return and the information provided is kept strictly **CONFIDENTIAL** and **IS NOT** taken into consideration regarding any offer of employment, lack of offer of employment, continuation of or termination of employment. Please contact us if you have questions or concerns regarding this information.

We are an Equal Opportunity Employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability without regard to race, religion, color, gender, age, national origin, sexual orientation, disability or veteran status. We encourage individuals from all types of diverse backgrounds to apply.

PLEASE SELECT ONLY ONE CATEGORY FOR EACH QUESTION

Name: _____

Gender : Female Male

Ethnic Origin : Hispanic—A person of Cuban, Mexican, Puerto Rican, South or Central-American or other Spanish culture or origin, regardless of race
 White (not Hispanic or Latino)
 Black /African American (not Hispanic or Latino)
 Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
 Asian (not Hispanic or Latino)
 American Indian or Alaska Native (not Hispanic or Latino)
 Two or More Races (not Hispanic or Latino)
 Decline to Answer

Veteran Status : Disabled Veteran Vietnam Era Veteran
 Newly Separated Veteran** Other Protected Veteran**

** If **Other** or **Newly Separated** please specify the qualifying war, campaign or expedition :

How did you learn about this opening?



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DISCLOSURE FORM

Name: _____

Social Security Number: _____ / _____ / _____ *Date of Birth: _____

Current Address: _____

City, State, Zip: _____

Drivers License Number: _____ State: _____

Applicant's Signature: _____

Prospective Employer: Incident Catering Services / OK'S Cascade Company

**Date of Birth is being requested in order to obtain accurate retrieval of records.*

In connection with my application for employment with the companies (including contract for services), I understand that investigative background inquiries may need to be made concerning myself, including consumer reports, investigative consumer reports, criminal, driving and other reports. These reports may include information as to my character, credit worthiness, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reason for termination of past employment from pervious employers. I have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as neighbors, friends or associates.

I authorize, without any reservation, any party or agency contacted by the companies or its agents to furnish the above-mentioned information.

APPLICANT/EMPLOYEE'S HOLD HARMLESS STATEMENT

I authorize my previous employer to furnish the companies any and all information requested in any pre-employment questionnaire that is received by said previous employer. I further promise to hold said previous employer, its employees and officers harmless for any statements made therein.

Signature: _____

Printed Name: _____ Date: _____

Please Print this form, fill it out and sign it. Once completed, either fax or mail it to the main Office. Thank you!

ICS / OK'S
 Attn: Human Resources
 1429 Avenue D #166
 Snohomish, WA 98290-1742

Phone: 360.863.2182
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- KEEP THIS SHEET FOR REFERENCE -



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JOB SITE INFORMATION

We are is a mobile service provider for large and small scale events. As an emergency response provider, we are often called to natural disaster areas and other extreme environments. Personal access to services and amenities such as phones and electricity is usually not possible.

BEING READY TO WORK

A job can happen anytime and anyplace. When you are contacted to work you will be given important information regarding the job, including the kind of event, who you should report to and your travel arrangements. If you are not immediately available when we contact you, you need to contact the office as soon as possible in order to be considered ready to work. If we are not contacted by you in time, you will not be eligible for this specific job. *(This does not mean you will not be considered eligible for future jobs. It is always a good idea to check in and let us know if you are available and ready for work, or will be unavailable for a period of time.)*

We can be at a job site for more than thirty days at a time. If you take the job you will be expected to stay at the site until you are released. Voluntary or involuntary termination before you are released will subject you to being sent home at your own expense.

WE ARE A DRUG AND ALCOHOL FREE WORKPLACE

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Applicants and Employees may not report to work under the influence of illegal drugs or alcohol. Consumption and possession of alcoholic beverages, illegal drugs or legal drugs for a manner other than prescribed, will not be tolerated and are strictly prohibited on any worksite or job location. Additionally, all employees are specifically warned that due to our work and job locations, violations of this policy may be a federal offense. **We practice random drug and alcohol testing on all worksites at our discretion.**

WHAT TO BRING

Work is often in outdoor settings. There can be temperature extremes, varying weather, high altitude and chronic environmental exposure. You are responsible for bringing your own clothing, gear, toiletries and other necessities for a minimum one month period. At minimum we recommend the following:

- Sleeping Bag & Pillow
- Blanket, Foam Pad & Tent
- Watch / Travel Alarm Clock
- 7 days worth of clothing
- Work Boots /Sturdy Shoes
- Extra Glasses / Sun Glasses
- Jacket /Rain Gear
- 30 Days Worth of Prescriptions & Other Medications
- Sunscreen & Insect Repellent
- Flashlight & Batteries
- Towels & Toiletries (Deodorant, Toothbrush, Toothpaste, Soap, Shampoo, etc.)
- Proper ID (*see list on back*) & Spending Money*

* Cash advances are only allowed under limited circumstances. If you have questions or concerns about any of the information provided please contact our office for further details. Thank you.

— WE ARE AN EQUAL OPPORTUNITY EMPLOYER —



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PROPER IDENTIFICATION

If you have not worked for us before, you will be required to show proper identification and complete the necessary paperwork in order to be hired. **Failure to bring the required documents will bar you from being hired and will subject you to being sent home at your own expense.**

You must bring and show us one document from List A OR one document each from Lists B and C in order to be hired.

List of Acceptable Documents

LIST A

Documents that Establish Both Identity and Employment Eligibility

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (*INS Form N-560 or N-561*)
- Certificate of Naturalization (*INS Form N-550 or N-570*)
- Unexpired foreign passport, with *I-551 stamp* or attached *INS Form I-94* indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
- Unexpired Temporary Resident Card (*INS Form I-688*)
- Unexpired Employment Authorization Card (*INS Form I-688A*)
- Unexpired Reentry Permit (*INS Form I-327*)
- Unexpired Refugee Travel Document (*INS Form I-571*)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (*INS Form I-688B*)

OR

LIST B

Documents that Establish Identity

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

AND

LIST C

Documents that Establish Employment Eligibility

- U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (*INS Form I-197*)
- ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
- Unexpired employment authorization document issued by the INS (*other than those listed under List A*)