



WESTCHESTER MODULAR HOMES, INC.

An Equal Opportunity Employer

An Employee Owned Company
30 Reagans Mill Road, Wingdale, New York, 12594

To All Employment Applicants:

Thank you for your interest in Westchester Modular Homes. We'd like to tell you a little bit about our Company before you fill out an application for employment.

We are proud to announce that on January 1, 2000 Westchester Modular Homes introduced the **ESOP: the Employee Stock Ownership Plan**. Employees do not contribute any money to their accounts; however, through positive teamwork, commitment and a spirit of entrepreneurship, employees are able to increase the amount of money they will have when they retire. The Company contributes money on a pre-tax basis to provide employees with additional retirement benefits.

Westchester Modular Homes is in the business of serving the construction industry by providing a wide range of high quality, affordably priced modular and panelized building components. Builders and contractors speed up their completion of residential, multi-family or commercial projects by having us assemble much of the required work here, in our plant. We are able to promptly deliver a clean and dry product because our construction is performed indoors and we aren't subject to bad weather problems.

People at Westchester Modular Homes pride themselves in our ability to provide our customers with a consistently high quality product, at a competitive price, delivered on time – as we promised.

We're proud to have assembled a great group of people who do their best at Westchester Modular Homes to meet the needs of our customers.

If you are selected to join our Company and become a part of the team, you will be part of an organization that knows how to attract new customers tomorrow by taking good care of the customers we have today. As the Company grows and prospers, the people who get us there develop highly desirable skills and a solid financial base.

If you are hired, you will be expected to follow all Company policies in place and as may be added or amended from time to time. Initially, you should be aware of the following:

- If you are hired, within 3 days of joining us, you must produce (I-9) documentation that establishes your employment eligibility to work in the United States.
- In keeping with the Company's strong commitment to maintaining a work environment that is free from the harmful effects of drug abuse and safe for its employees and others, a final offer of employment is conditioned upon a favorable health evaluation (in accordance with Americans with Disabilities Act) and chemical screening for illegal drugs and substance abuse, and that future periodic screenings may be required after employment.
- In consideration of our customers and employees, and in accordance with The Public Health Law to Regulate Secondhand Smoke, we have a No Smoking policy throughout our plant and offices. Smoking is permitted only within the designated Smoking Section located outside the building and only when employees are on breaks.
- Employees furnish their own hand tools for the type of work they perform. You may purchase tools from the Company for about \$75.00 or bring your own. The following tools are required on the first day of work:
 - A claw type carpenter hammer
 - A utility knife with a retractable blade
 - A nail pouch and hammer holster
 - A 25' foot tape measure

- The first 90 days of employment is considered an introductory period. The purpose of the introductory period is for both you and the Company to determine if the job is a good fit. Your introductory period should be a positive learning opportunity for you. During this time, you will have the opportunity to get a feel for your new job, the Company and your general working environment. At the same time, your manager will have the opportunity to evaluate your skills and your ability to perform your assigned job. During the introductory period, your job performance is reviewed more closely and frequently. In particular, we are concerned that you:

- Report to work on time each day
- Work safely and wear eye and hearing protection at all times
- Follow directions and work as a cooperative team member
- Maintain a clean work area and properly care for Company equipment and facilities

At its discretion, the Company may choose to extend the introductory period. Please note that the existence of an introductory period does not, in any way, alter the “at-will” nature of your employment, and is not a guarantee of employment for any specific period of time.

- New hires who successfully complete their 90-day introductory period may be considered for advancement in the Company. Unless otherwise required by law, full time employees become eligible for Company benefits after they successfully complete their introductory period, including:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> ESOP: Employee Stock Ownership Plan | <input checked="" type="checkbox"/> Employee Home Purchase Program | <input checked="" type="checkbox"/> Group Insurance Plans: Major Medical, Hospitalization, Dental, Prescription, Life, And Disability |
| <input checked="" type="checkbox"/> Fidelity 401K Plan With A Company Match (currently 4% match) | <input checked="" type="checkbox"/> Credit Union Banking Services | <input checked="" type="checkbox"/> Leaves For Marriage, Jury Service And Funerals |
| | <input checked="" type="checkbox"/> Paid Time Off | <input checked="" type="checkbox"/> 8 1/2 Paid Holidays |
| | | <input checked="" type="checkbox"/> Work Shoes And Safety Prescription Glasses Rebate |

- Your starting salary will depend upon your skills and experience. We are seeking people to work in the following areas:

PRODUCTION/FACTORY, YARD and TRANSPORTATION:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cutting and Truss | <input type="checkbox"/> Finish Roofs (Shingling) | <input type="checkbox"/> Drivers (CDL Class A) |
| <input type="checkbox"/> Decks | <input type="checkbox"/> Interior Paint | <input type="checkbox"/> Material Handlers |
| <input type="checkbox"/> Wall Fabricators | <input type="checkbox"/> Interior Trim | <input type="checkbox"/> Shipping and Receiving |
| <input type="checkbox"/> Wall Setting | <input type="checkbox"/> Cabinets | <input type="checkbox"/> Weatherization and Loading |
| <input type="checkbox"/> Roof systems | <input type="checkbox"/> Exterior Windows, Doors and Siding | <input type="checkbox"/> Tile Installation |
| <input type="checkbox"/> Rough Plumbing | <input type="checkbox"/> Shiploose | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Supervisors | <input type="checkbox"/> Mechanic Assistant |
| <input type="checkbox"/> Exterior Sheathing and Insulation | <input type="checkbox"/> Quality Control | |
| <input type="checkbox"/> Drywall Hanging | | |
| <input type="checkbox"/> Drywall Taping | | |

OFFICE:

- Engineering Department (AutoCAD Drafting)
- Sales

- Our usual production schedules are either 5:30 A.M. to 2:00 P.M. or 6:30 A.M. to 3:00 P.M., Monday through Friday depending on which department you are in. Our usual office position schedules are 7:30 A.M. to 4:00P.M. Monday through Friday. Occasionally, due to our need to meet our customers’ delivery schedules, we will require overtime to be worked. Employees are expected to work any overtime asked of them. *Depending on your availability there may be a possibility for part time work (some benefits listed above do not apply to part time employees).

We hope this information has been useful in helping you decide if you would like to be considered for a position with Westchester Modular Homes. Please fill out an application for employment if you would like to continue in our applicant selection process. Thank you for your interest in Westchester Modular Homes.



WESTCHESTER MODULAR HOMES, INC.

An Equal Opportunity Employer

30 Reagans Mill Road, Wingdale, New York 12594

845-832-9400 • WestchesterModular.com

Employment Application

Westchester Modular Homes is an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their actual or perceived race, color, sex/gender (including pregnancy) national origin, ancestry, religion/creed, disability, age, genetic information, sexual orientation, gender identity or expression, transgender status, familial status, marital status, civil union status, citizenship, veteran status, or any other category protected by applicable law.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

Personal Information			
Last Name	First Name	Middle Name	Phone Numbers (Include Area Code) Home: ()
Address (Street, City, State and Zip Code)			Cell: ()
Are you 18 or Over? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are You Legally Authorized To Work In The U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are under 18 years of age, do you have a work permit? Yes/Not Applicable <input type="checkbox"/> No <input type="checkbox"/>		All applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States no later than three (3) business days after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form I-9 upon commencing employment.	

Job Applied For							
For What Type Of Job Are You Applying? List Up To 3.				Are you interested in:		Compensation Desired:	
1. _____				<input type="checkbox"/> Full Time			
2. _____				<input type="checkbox"/> Part Time		Date Available:	
3. _____				<input type="checkbox"/> Temporary			
				<input type="checkbox"/> Summer			
Hours of availability*:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Should your availability change, it is your responsibility to notify the Company. Please keep in mind that the availability requirements may vary and changing your availability once employed may alter your employment category. It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.*

Have You Ever Been Convicted, Pled Guilty Or No Contest To A Misdemeanor Or Felony? (Omit Minor Parking Violations) <input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Dates and Explanation)*
* A conviction will not necessarily disqualify you from employment. Applicants with a conviction record who are denied employment may request a written explanation concerning the denial.
Have You Worked For This Company Before? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ Dates and Reason for Leaving _____
Source of Referral <input type="checkbox"/> Craigslist <input type="checkbox"/> Pennysaver <input type="checkbox"/> Poughkeepsie Journal <input type="checkbox"/> Zip Recruiter <input type="checkbox"/> Friend _____ <input type="checkbox"/> Other _____

Work History, Including Volunteer, Apprenticeships, Self-Employment And Military Experience.			
Start with most recent employer and cover the past 7 years. Use additional pages, if necessary.			
Current Or Most Recent Employer	Are You Presently Employed? <input type="checkbox"/> No <input type="checkbox"/> Yes May We Contact Your Present Employer? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Address (Street, City, State and Zip Code)	Phone Number ()	Manager's Name	
Dates Employed Mo. / Yr. to Mo. / Yr.	Type of Business	Hrs Per Week	Job Title
Reason for Leaving or Seeking Change of Position			

1 st Previous Employer		Reason for Leaving or Seeking Change of Position	
Address (Street, City, State and Zip Code)		Phone Number ()	Manager's Name
Dates Employed Mo. / Yr. to Mo. / Yr.	Type of Business	Hrs Per Week	Job Title
2 nd Previous Employer		Reason for Leaving or Seeking Change of Position	
Address (Street, City, State and Zip Code)		Phone Number ()	Manager's Name
Dates Employed Mo. / Yr. to Mo. / Yr.	Type of Business	Hrs Per Week	Job Title
If you have been unemployed for a period of 3 or more consecutive months within the past 5 years, please provide the dates of unemployment and an explanation below:			

Education and Licenses

High School Name	City and State
High School Diploma or GED? <input type="checkbox"/> No <input type="checkbox"/> Yes	If No, Circle Highest Yr. Completed 8 9 10 11 12
Advanced Education (College, University, Vocational, Technical)	City and State
Did You Graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes Degree _____	
List Any Licenses You Have Which Would Be Useful In Evaluating Your Qualifications For The Position(s) You Are Seeking	
(Answer The Following Questions Unless You Have Been Told That You Will Not Use A Motor Vehicle For Company Business).	
Have You Had Any Motor Vehicle Accidents Within The Past 3 Years? <input type="checkbox"/> No <input type="checkbox"/> Yes Year _____ Please explain:	
Have You Been Found Guilty Of Motor Vehicle Violations Within The Past 3 Years? (Omit Minor Parking Violations) <input type="checkbox"/> No <input type="checkbox"/> Yes Year _____ Please explain:	
Do You Hold A Driver's License In Good Standing? <input type="checkbox"/> No <input type="checkbox"/> Yes State: _____ License Number: _____	

Authorization and Acknowledgement

I have read and fully understand the questions asked in this application. I certify that all information I have given on this application, including my resume, if any, is accurate and complete to the best of my knowledge. I understand that the omission and/or misrepresentation of any fact from or on this application or during any interview will result in immediate rejection of my application or, if I am hired, will be cause for immediate dismissal I hereby authorize the Company and its agents to investigate the truthfulness of all statements made on my employment application, resume and other attachments. I understand that this investigation may include contacting references, my former employers, confirming my educational attainments, reviewing my motor vehicle records, reviewing any criminal justice records for criminal convictions that relate to me and obtaining a consumer credit report. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to the Company and its agents.

In keeping with the Company's strong commitment to maintaining a work environment that is free from the harmful effects of drug abuse and safe for its employees and others, I understand that a final offer of employment is conditioned upon a favorable health evaluation (in accordance with Americans with Disabilities Act) and chemical screening for illegal drugs and substance abuse, and that future periodic screenings may be required after employment where there is reasonable suspicion that I am under the influence of alcohol/drugs while on Company premises or engaged in Company business off Company premises, in the event of an accident requiring medical attention or involving serious damage to Company property or equipment. I release and hold harmless the Company, its officers, agents and employees of any liability based upon the request for, administration of, and use of the results of any physical examination and authorize any examining physician /laboratory to disclose the results to the Company or its agents.

I understand that nothing contained in this employment application or any Company policies, procedures, correspondence or handbooks, nor anything that is said to me during the interview process, is intended to create an employment contract between the Company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company unless made in writing and signed by an officer of the Company. I understand that if I am hired by the Company, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. I also understand that any agreement modifying at-will employment status, on an individual or collective basis, must be in writing and signed by the Company's President. In addition, I understand that the Company and all plan administrators may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

Applicant's Signature	Today's Date
-----------------------	--------------