

REFERENCES Please list the names of three people not related to you, who know you through school, business, or personal association.

| | |
|-------------------------|-----------------------|
| 1. NAME | TITLE, COMPANY NAME |
| TELEPHONE () | NUMBER OF YEARS KNOWN |
| 2. NAME | TITLE, COMPANY NAME |
| TELEPHONE () | NUMBER OF YEARS KNOWN |
| 3. NAME | TITLE, COMPANY NAME |
| TELEPHONE () | NUMBER OF YEARS KNOWN |

PLEASE CHECK EACH OF THE FOLLOWING SKILLS THAT YOU CURRENTLY POSSESS:

Typing WPM _____
 10-key SPM _____
 Computer Software:
 Microsoft Word
 Microsoft Excel
 Others:

Please state any additional information, including skills and achievements, you feel may be helpful to us in considering your application for this position:

STANDARDS OF EMPLOYMENT

Thank you for your interest in employment with City Mill Co., Ltd. City Mill has 8 "Neighborhood Home Improvement Stores" on the island of Oahu that provide a full range of home improvement materials. Since our success depends on the image and the performance of our Team Members, City Mill has standards which all Team Members must meet or exceed at all times. These employment standards are:

BASIC ABILITY

- Must SMILE, have a POSITIVE ATTITUDE and a PLEASANT PERSONALITY.
- Must be able to APPROACH OUR CUSTOMERS and PROVIDE SUPERIOR CUSTOMER SERVICE AT ALL TIMES.
- Must be ON TIME EACH SCHEDULED WORKDAY.
- Must be a TEAM PLAYER.
- Must be able to READ, WRITE, AND SPEAK ENGLISH.

AVAILABILITY

- Available for a flexible schedule.
- Eighteen years of age.
- Possess valid work papers as required by law.

APPEARANCE

- Hair must be combed, neat, and well groomed.
- Excessively long hair for male employees is not acceptable. Beards, sideburns, and mustaches must be well groomed.
- Earrings are not to be worn by male employees when in uniform.
- Tongue rings and other non-traditional body piercings are prohibited.

UNIFORM

- Shirts, apron, name badge provided by City Mill and required while working. Team Member must ensure that uniform is clean and presentable at all times.
- Uniform should not be worn off duty except while going to and from work. Nametags should not be worn or displayed off duty.
- Team Member assigned to retail operations must wear close-toed shoes (steel-toed shoes where required).

HONESTY POLICY

- City Mill has established an honesty policy with which you must comply (see back page).

DRUG-FREE WORK ENVIRONMENT

- City Mill has established a drug-free work place policy with which you must comply (see back page) .

SMOKE-FREE ENVIRONMENT

- City Mill does not allow smoking in the buildings. Currently, City Mill provides a location on each property as a smoking area.

NEW HIRE ORIENTATION PROGRAM

- All applicants must successfully complete all requirements of the City Mill New Hire Orientation Program. Applicants understand and agree that they will be paid for the time spent in the program.

VIOLENCE IN THE WORKPLACE

- City Mill mandates a zero tolerance for violence+environment and will make every effort to prevent violence. Violence by a team member will subject that person to immediate termination.

EMPLOYMENT AT WILL

- You agree that you and City Mill are free to terminate the employment relationship at any time for any or no reason, with or without notice, before or after the start date. This agreement cannot be modified by any person except in writing and signed by the Chairman of the Board or the President of City Mill Co., Ltd.

HONESTY POLICY

Management at City Mill Company, Ltd. believes that people want to work in an environment where they and their employer are protected from dishonest acts of fellow Team Members, customers and vendors. We trust the judgment of honest people, and we will strive to employ only persons who believe in and practice honesty in their work and in their associations with other Team Members, customers and suppliers.

Any dishonest act by any Team Member while at work at City Mill or while representing the company will be considered an infringement on the reputation of the rest of our honest and hardworking Team Members. Therefore, any Team Member discovered converting company cash, merchandise, supplies or equipment to his or her own use, regardless of the monetary value, or removing company tools, equipment, supplies or merchandise from the store without proper authorization will be subject to immediate discharge and/or arrest and prosecution.

Any Team Member who directly or indirectly aids others with the theft of cash or other assets of any type, regardless of value, or who accepts bribes, kickbacks or other unauthorized gifts for any reason relating to company business will be subject to immediate discharge and/or arrest and prosecution.

No Team Member may accept or solicit from any person, company, customer or group, anything of economic value (such as a gift, gratuity or favor) which might be, or appear to be, of such a nature that it could affect his or her judgment or ability to remain impartial.

A Team Member will not, either while working for City Mill Company, Ltd. or thereafter, disclose proprietary information or business plans obtained in the course of their employment with City Mill except in such circumstances, if any, as may be approved by the President or his designated representative.

POLICY ON DRUG-FREE WORKPLACE

This is to clarify City Mill Company, Ltd.'s policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on company premises. Our policy is as follows:

- Team Members are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on company premises or while conducting company business off company premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The company recognizes drug dependency as an illness and a major health problem. The company also recognizes drug abuse as a potential health, safety and security problem. Team Members needing help in dealing with such problems are encouraged to contact the HR Department for employee assistance. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.
- Team Members must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. A report of a conviction must be made within five (5) days after the conviction. *(This requirement is mandated by the Drug-Free Workplace Act of 1988.)*

CITY MILL ENFORCES EACH OF THESE STANDARDS. IF YOU FEEL YOU CAN MEET OR EXCEED THESE STANDARDS, PLEASE APPLY. IF YOU FEEL YOU MAY NOT BE ABLE TO MEET THESE STANDARDS, THANK YOU FOR CONSIDERING CITY MILL CO., LTD.

APPLICANT'S STATEMENT Please read before signing.

I certify that all statements made on this application are true and correct to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission will subject me to discharge. I hereby authorize City Mill Co., Ltd. to check all of my references and past employers, including prior and current employment, educational, and other organizations for purposes of considering my application for employment. I understand that my references must be satisfactory in order for City Mill Co., Ltd. to consider hiring me. I will not hold City Mill Co., Ltd. or the people City Mill Co., Ltd. checks with legally responsible for giving City Mill Co., Ltd. information about me.

I understand that my employment is at will. This means that I can leave at any time and I can be terminated at any time for any or no reason. This application is not a contract and cannot create a contract. I also understand that if accepted for employment, I will have to follow City Mill Co., Ltd.'s policies and guidelines, which, except for the policy of at-will employment, will change from time to time. The policy of at-will employment can only be changed in writing signed by the President of City Mill Co., Ltd. I understand that I can ask for information about these policies and guidelines, but that City Mill Co., Ltd. can change them without notifying me. I have read and understand the above standards for employment with City Mill Co., Ltd.

This application is only valid for 90 days and will not be considered by City Mill for future openings or for positions other than the specific job for which I have applied.

Signature of Applicant:

Date: