

OURTREE\_Onboarding\_Process

Employment application.01.22.2025

Summary of Rights - Washington State-1

NewHireApplication.FCRA Disclosure

# STEP-BY-STEP ONBOARDING PROCESS FOR OURTREE LLC

This document outlines the detailed step-by-step onboarding process for all new hires at OURTREE LLC, including mandatory requirements and the comprehensive tool check.

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## STEP 1: APPLICATION SUBMISSION

- All applicants must submit their applications through the company website: [www.ourtree.today](http://www.ourtree.today) under the "Jobs" section.
- A background check disclosure will be provided at the time of application.
- **Timeline:** Application submission and compliance document processing will take **5 business days** (1 week).

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## STEP 2: SUBMISSION OF COMPLIANCE DOCUMENTS

- Once the application is accepted, the following documents must be submitted:
  1. Government-issued license or ID.
  2. Social Security card.
  3. Passport-style photo for employee ID badge.
  4. **Signed Offer Letter.**
- **Timeline:** Document submission must be completed within **5 business days** (1 week) of application acceptance.

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## STEP 3: BACKGROUND CHECK AND EMPLOYEE ID BADGE PROCESSING

- The background check and ID badge preparation will take **5-7 business days** (1-1.5 weeks).
- During this time, applicants must prepare for tool requirements and training.
- **Timeline:** Background checks and ID processing must be completed within this timeframe to proceed to the next step.

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## STEP 4: PRE-JOBSITE PREPARATION AND PAYROLL SETUP

1. **Company Manuals:**

- The employee manual and Accident Prevention Program will be sent to the new hire.
- Both documents must be signed and kept on-site during job assignments.
- **Timeline:** Manuals will be provided and signed on the first day of pre-jobsite preparation.

#### LEAD SAFETY AWARENESS TRAINING:

- Conducted by Art Mitchell to ensure compliance with safety protocols.
- **Timeline:** Training will be completed on the same day as manual distribution.

#### PAYROLL SETUP:

- Before accessing the scheduling portal, new hires will receive an invite from **Gusto**, a payroll application.
- Set up payroll and automatic deposit through the Gusto platform.
- **Timeline:** Payroll setup will be completed within **1 day** during pre-jobsite preparation.

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#### TOOL REQUIREMENT CHECKLIST:

- All new hires are required to undergo a mandatory tool check before beginning work.
- The following tools are mandatory:
  - **Carpentry Essentials:**
    - Finish hammer
    - Trim bar
    - Files for trim
    - Cat's paw trim removal bar
    - Box knife
    - Measuring tape (25 ft)
    - Scribe tool
  - **Specialized Tools:**
    - Rubber finish mallet for doors
    - Vaughn 20 oz black rubber mallet
    - 2-sided mallet
    - Small and medium block planes
    - Combination square (small and large)
    - Carpenter square
    - Regular square
    - T-bevel
    - Chisel set
    - Nail punch set
    - Coping saw

- Vise grips
  - Dasco trim kit
  - Stanley wonder bar
  - **Additional Gear:**
    - Leather boots
    - Warm clothes (suitable for outdoor work)
    - Tool box
    - Chalk box
    - Caulk removal tool
    - Rasp
- **Timeline:** Tool checks will be completed on the first day of pre-jobsite preparation.

#### LEAD INSTALLER REQUIREMENTS:

- Lead installers must have all listed tools.
- Additionally, lead installers are required to have power tools necessary for trim and door installations, including:
  - Compound miter saw
  - Table saw
  - Impact and drill sets
- **Timeline:** Lead installers must complete their tool check on the first day.

#### HELPER REQUIREMENTS:

- Helpers are required to have all other tools, including:
  - Two hand saws
  - Miter box saw with box
  - Coping saw
- **Timeline:** Helpers must complete their tool check on the first day.

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### Step 5: Jobsite Readiness

1. **Final Tool Check:**
  - Supervisors will verify that all required tools are present and functional.
  - **Timeline:** Tool verification will occur on the first day of jobsite readiness.
2. **Site Orientation:**
  - Conducted on the first day at the jobsite.
  - Includes walkthroughs, safety briefings, and introductions to the team.
  - **Timeline:** Orientation will be completed within **1 day** of jobsite readiness.
3. **Jobsite Coordination:**
  - The jobsite will use the same rally point daily unless otherwise noted.
  - **Safety Equipment:** Provided by OURTREE LLC.

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## COMPENSATION AND TIMELINESS

- All employees will start at a base rate of **\$22 per hour**.
- Employees will transition to **piece-rate pay** for door jobs based on performance and completion.
- **Pre-jobsite preparation and payroll setup** will be completed in **1 day**, followed by jobsite readiness.

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This structured onboarding process ensures compliance, safety, and preparedness for all new hires at OURTREE LLC.

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# ONBOARDING PROCESS FLOWCHART

## 1. APPLICATION SUBMISSION

- Submit application through [www.ourtree.today](http://www.ourtree.today).
- Timeline: 5 business days.



## 2. SUBMISSION OF COMPLIANCE DOCUMENTS

- Submit required documents:
  - Government-issued ID
  - Social Security card
  - Passport-style photo
  - Signed offer letter
- Timeline: 5 business days.



## 3. BACKGROUND CHECK AND ID BADGE PROCESSING

- Conduct background check.
- Prepare employee ID badge.
- Timeline: 5-7 business days.



## 4. PRE-JOBSITE PREPARATION

- Receive and sign employee manual and Accident Prevention Program.
- Complete lead safety awareness training.
- Tool check (helpers and lead installers).
- Timeline: 1 day.



## 5. PAYROLL SETUP

- Set up payroll and automatic deposit via Gusto.
- Timeline: 1 day (same day as pre-jobsite preparation).



## 6. JOBSITE READINESS

- Final tool check and orientation at the jobsite.
- Establish daily rally point.
- Safety equipment provided by OURTREE LLC.
- Timeline: 1 day.



Employment Application

Applicant Information

Full

Name:

\_\_\_\_\_ Date: \_\_\_\_\_

Last First M.I.

Date of Birth \_\_\_\_\_ Drivers License # \_\_\_\_\_

Address:

\_\_\_\_\_

Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

Phone:

\_\_\_\_\_ Email \_\_\_\_\_

Date

Available:

Social Security

No.:

Desired Salary: \$

\_\_\_\_\_

Position Applied

for:

\_\_\_\_\_

Are you a citizen of the United States?

YES NO

If no, are you authorized to work in the U.S.?

YES NO

Have you ever worked for this company?

YES NO

If yes, when? \_\_\_\_\_

Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

College : \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Previous Employment Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_



Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

\_\_\_\_\_

Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

Emergency Contact Information

NAME

Phone Number.

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature:

Date:

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**STATE OF WASHINGTON  
CONSUMER CREDIT REPORTING ACT  
SUMMARY OF CONSUMER RIGHTS**

The State of Washington Fair Credit Reporting Act (WFCRA) 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 WFCRA. The WFCRA is modeled after the Federal Fair Credit Reporting Act. The same rights are provided under the Federal Fair Credit Reporting Act and you have received A Summary of Your Rights Under the Federal Fair Credit Reporting Act. You can get the complete text of WFCRA RCW 19.182, from the Washington Code Revisers Office, P.O. Box 40551, Olympia, WA, 98504, or online at <http://apps.leg.wa.gov/rcw/default.aspx?cite=19.182&full=true#19.182.070>.

- **You must be told if information in your file has been used against you.** If a person takes an adverse action against you that is based, in whole or in part, on information contained in a consumer report, that person must tell you, and must give you the name, address, and telephone number of the consumer reporting agency that provided the information.

- **You have a 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, although medical information may be withheld and given directly to your medical provider. You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You will not be charged for:

- ⌚ a consumer report if a person has taken adverse action against you because of information in your credit report;
- ⌚ the reinvestigation of information you dispute; or
- ⌚ corrected reports resulting from the deletion of inaccurate or unverifiable information.

In addition, you are entitled to one free consumer report every 12 months, upon request. You may be charged a limited fee for a second or subsequent report requested by you during a 12 month period.

- **You have a right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and you notify the consumer reporting agency directly of the dispute, the consumer reporting agency will reinvestigate without charge and record the current status of the disputed information before the end of thirty business days, unless your dispute is frivolous.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Upon completion of the reinvestigation, if the information you disputed is found to be inaccurate or cannot be verified, the consumer reporting agency will delete the information and notify you of the correction. If the reinvestigation does not resolve your dispute, you may file with the consumer reporting agency a brief statement setting forth the nature of your dispute. The statement will be placed in your consumer file and in any subsequent report containing the information you disputed.

- **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 ten 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 WFCRA specifies those with a valid need for access.

- **You must be notified if reports are provided to employers.** A consumer reporting agency may not give out information about you to employers without your knowledge. A potential employer must make a clear and

conspicuous disclosure in writing to you or obtain your consent before obtaining a report. A current employer may not receive a report unless it has given you written notice that consumer reports may be used for employment purposes.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** You may elect not to receive unsolicited “prescreened” offers for credit and insurance by using the consumer reporting agency’s notification system to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

**You may place a security freeze on your credit report.** A security freeze prevents your credit file from being shared with potential creditors or insurance companies. You may request a security freeze by contacting us at A security freeze can be requested in writing by first-class mail, by telephone, or electronically. You also may request a freeze by calling the following toll-free telephone number(s): TransUnion: 888-909-8872, Experian: 888-397-3742, Equifax: 800-685-1111 (NY residents please call 1-800-349-9960). TransUnion, Experian and Equifax can also be reached at the following addresses:

TransUnion LLC  
P.O. Box 2000  
Chester, PA 19016  
<https://freeze.transunion.com>

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
[www.experian.com/freeze](http://www.experian.com/freeze)

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
<https://www.freeze.equifax.com>

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- **You may be able to block information resulting from identity theft from appearing on your credit report.** If you are a victim of identity theft, a consumer reporting agency must permanently block misinformation resulting from that theft from appearing on your credit report. You must provide the consumer reporting agency with a copy of a police report as evidence of your claim before it can place the block on your report.

- **You may seek 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 WFCRA, you may be able to sue in state or federal court.

## COMPLAINTS

Any complaints by consumers under state law may be directed to:

Office of the Attorney General  
Consumer Protection Division  
800 5th Avenue, Suite 2000  
Seattle, Washington 98104-3188  
Phone 1-800-551-4636 or (206) 464-6684  
Fax (206) 389-2801

Statewide Toll-Free TDD: **800 276-9883**

Complaints May Be Made Via U.S. Mail or E-Mail

**Complaints:** <http://www.atg.wa.gov/FileAComplaint.aspx>

(Include your U.S. Mail address with any complaint.)

**Website & Forms:** <http://www.atg.wa.gov/>

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, 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 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 NW, 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 phone 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 bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek 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:**



## Background Check Disclosure and Authorization Notice

OURTREE LLC  
Art Mitchell  
Edmonds, WA 98026

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### Disclosure Regarding Background Investigation

OURTREE LLC (“the Company”) may obtain a “consumer report” and/or “investigative consumer report” about you from a consumer reporting agency for employment purposes. These reports may include information regarding your character, general reputation, personal characteristics, and/or mode of living.

If an investigative consumer report is obtained, it may include interviews with sources such as your neighbors, friends, or associates. You have the right to request additional information about the nature and scope of any investigative consumer report by contacting the consumer reporting agency identified below:

#### Hire Right

[www.hireright.com](http://www.hireright.com)

#### Hireright Tulsa

14002 E 21st St Ste 1200, Tulsa, OK 74134

(800) 331-9175

#### Checkr

1 Montgomery St Ste 2400, San Francisco, CA 94104

(844) 824-3257

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### Acknowledgment and Authorization

By signing below, you acknowledge receipt of this notice and authorize OURTREE LLC to obtain consumer reports and/or investigative consumer reports for employment purposes. This authorization applies to current and future reports that OURTREE LLC may request during your employment, as permitted by law.

You also acknowledge receiving a copy of your rights under the Fair Credit Reporting Act (FCRA) and applicable state laws, including Washington’s Fair Chance Act.

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### Applicant Information

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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### Authorization

I have read and understand the above disclosure. I voluntarily authorize OURTREE LLC to obtain consumer reports and/or investigative consumer reports about me for employment purposes. I

understand that this authorization will remain in effect during my employment unless revoked in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Attachments:**

- **Summary of Your Rights Under the Fair Credit Reporting Act**
- **Washington State Fair Chance Act Information (if applicable)**