



To: Student Applicants

Lincoln Paper and Tissue, LLC utilizes college students to supplement its sundry crew during high vacation periods, ie., summer months, holidays. It is important for student applicants to realize that holidays (Thanksgiving Day and Christmas Day) are a time when the need for students to work sometimes becomes necessary. Students hired and trained to work over the summer months are expected to be available to work during these holidays should the need arise.

The needs of LPandT change from year to year. As a result, the number of students needed to fill vacation vacancies changes along with it. The number of students applying for summer employment with Lincoln Paper and Tissue exceeds the number of students needed to fill these vacation vacancies. Therefore, it is imperative that the students selected for summer employment are, in fact, going on to school. The purpose of the "Student Hire" program is to help students earn money for the cost of their education.

It is important that students who apply and are hired to realize that they are making a commitment to Lincoln Paper and Tissue for the duration of their employment. This includes being available for and working whatever shifts and hours they are scheduled to work. **It is important that students are available for work from May 15 until Labor Day, Thanksgiving week and three weeks at Christmas.**

Students who are hired for the summer under this program are not guaranteed employment for the whole summer in which they are hired or re-employment during college breaks or subsequent summers. The condition of employment is based on attendance, work attitude, work ethics, willingness to work overtime, etc. Students are considered probationary employees and as such may be terminated for any reason including any incident of absenteeism, attitude, willingness for overtime, or not meeting the requirements or standards expected of them. The rate of pay for students is \$11.11 per hour unless working in jobs above the bottom jobs in lines of progression.

Please read the attached copy of our policy along with our hiring requirements. If you are interested in applying for a position with LPandT under the Student Hire program, please submit the following information by Friday, April 9.

- Student Hire Program Application
- Attached signed statement that you have been accepted, are enrolled and do plan on attending college in the Fall along with a letter of acceptance from the college you will be attending in the Fall.
- Copy of school transcripts from graduating High School Students including attendance records for all 4 years of high school.
- Proof of being an active full time student for last 2 semesters from College Students



INTERNAL POLICY FOR HIRING COLLEGE STUDENTS

Lincoln Paper and Tissue, LLC utilizes college students to supplement its Sundry Crew during high vacation periods such as the summer months and the holidays. The number of students applying for summer employment far exceeds the number needed to fill the vacation vacancies of our employees. It is a condition of employment that the students selected for summer work are, in fact, going on to college. The purpose of the Student Hire Program is to help students earn the funds needed for their education. This is a benefit to the Company, to the students, and to the parents of these students. The students selected will be terminating the program voluntarily to return to school.

In order for this program to be consistent from year to year, the following rules will be utilized:

1. Students must be 18 years of age or older by the first day of orientation.
2. Students must have attended the previous full school year of college or, if a graduating high school senior, be accepted and plan on attending an accredited college. In both cases, the student must be considered a full time student.
3. Students will be required to exhibit proof of plans, i.e. a letter of acceptance or signed statement from college admissions office.
4. It is a condition of employment that the student is in fact going on to college. If the Company becomes aware during a student's employment that a student will not be returning to college, their employment will be terminated.
5. The students selected will be terminating from this employment program voluntarily to return to school. If the student does not return to school as planned, their future employment as a student will be seriously jeopardized.
6. Who is hired will be determined by both the needs of LPT and the personal characteristics, academics and previous work record of the student. The selection committee will review attendance records, grades, etc. Preference will be given to sons and daughters of employees whenever possible.
7. A personal interview may be required in order to make a final determination.
8. LPT has adopted a pre-employment drug testing policy approved by the State of Maine. An applicant will be asked to submit to a drug test upon a conditional offer of employment.
9. **Students who commit to and then do not make themselves available to the Company during Thanksgiving, Christmas and during the summer months up until the date listed below jeopardize their future employment with Lincoln Paper and Tissue.** If extenuating circumstances prohibit students from fulfilling the commitment, they need to inform the Human Resouce Department.

I _____ have read the above policy in regards to being considered for summer employment under the Student Hire Program at Lincoln Paper and Tissue. I attest that I am / will be a full time college students enrolled for the Fall Semester. I understand that there is no guarantee of hours. I also understand that if I do not fulfill the requirements of the Company or meet the standards of performance expected of me, I may be terminated at any time. I am available for work from _____ until _____ (date) and am committing to be available for work until that date. I have to be at school on _____ (date)

Applicant's Signature

Date

I have a parent or relative that works for LPT. _____ (Parent / Relative's Name)