

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

POSITION REQUESTED: _____ **DATE:** _____

Name: _____

Address: _____ City: _____ St: ___ Zip: _____

Previous Address: _____ City: _____ St: ___ Zip: _____

Telephone Number: (Home) _____ (Cell) _____ (Other) _____

Please Note:

This application form was designed for use by applicants for various positions: clerical, professional, technical and administrative. Answer the questions to the best of your ability. All information will be treated confidentially. The issuance of this application in no way constitutes an employment agreement. The Company is an at-will employer and may hire or terminate with or without notice for cause or without cause.

Failure to complete this application in its entirety may lead to rejection of the application by the Company. If the information supplied by the applicant is found to be false or misleading, the Company reserves the right to terminate the application process or the employee should you be hired.

EDUCATION	Print Name and Address for each School Listing	Number of Years Completed	Degree, Major or Type of Course
College			
Graduate School			
Trade, Business, Correspondence			
Other			

EMPLOYMENT HISTORY PLEASE PROVIDE A FIVE (5) YEAR HISTORY. LIST YOUR MOST RECENT FIRST.

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? YES NO Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ **Dated:** _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? YES NO Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ **Dated:** _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? YES NO Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ **Dated:** _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

GENERAL INFORMATION

Are you legally authorized to work in the United States?	Yes	No
Are you below the age of eighteen?	Yes	No
Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations?	Yes	No
Please describe any accommodations required? _____		

Have you ever been convicted of a criminal offense?	Yes	No
If yes: Date _____ Place _____		
Nature: _____		
Are you currently under indictment or awaiting trial for a criminal offense?	Yes	No
(An affirmative answer will not automatically disqualify you from being considered for employment)		
Have you previously applied for employment here?	Yes	No
When? _____		
Have you previously been employed by this company or any of its subsidiaries?	Yes	No
If yes, When? _____ Company Name _____		

APPLICANT STATEMENT

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature: _____ **Dated:** _____

Printed Name: _____

Pre-Employment Screening Acknowledgement

Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) allows individuals and institutions with a true business need to gain access to the credit, criminal and employment histories of other individuals, with the individual's permission.

By signing this release, I _____ hereby give permission to the Company to:

- Investigate my credit history through contact of credit bureaus, at any time.
- Question my employment and personal references regarding my history.
- Investigate my background to include Criminal, Civil and Sex Offender History.
- Investigate my driving record utilizing a Motor Vehicle Record.
- Require drug testing before employment.

I understand that should one or more of the above reports result in an adverse employment decision by the Company, I will receive a copy of the report. As outlined by the Fair Credit Reporting Act, you must be notified if information obtained about you through a credit reporting agency is used in making an adverse employment decision.

Should you require additional information concerning the nature of this investigation please contact the company and you will receive a response from the Company within five days of receipt of your request. In addition, the Company will provide you with a copy of "A Summary of Your Rights under the Fair Credit Reporting Act".

Drug Free Workplace Policy

Our Company believes in a Drug Free Workplace environment. You may be subject to participate in a pre-employment drug screening test. The results of this test will determine whether or not employment will occur. If you are employed with our Company, you must adhere to our drug policy.

Employment Records Release

Should I become employed by this Company, I authorize this Company to release any of my employment records requested by other companies with which I wish to be considered for employment in the future. My desire to be considered for employment with another company in the future will be evidenced by a release form from that Company. I agree to release this Company from liability for any action or consequences of such disclosure. Furthermore, I acknowledge and approve that any company that I have listed as a previous employer may release information about my previous employment history with them to this entity.

Print Name:		Position:		
Social Security Number:		Date of Birth:		
Driver License Number:		State of Issue:		
Have you held a driver license in another state in the past 3 yrs?		Yes	No	If yes, where?
Office Use:	Will Company issue a vehicle demonstrator?	Yes	No	Is driver under age 25?
				Yes No

I have read and understood the above, and I sign this release voluntarily, without coercion or duress from any individual or party.

Applicant Signature _____

Date _____

DISCLOSURE AND AUTHORIZATION FORM

(The “Company”) will procure a consumer report and/or investigative consumer report on you for employment purposes from a designated consumer reporting agency who will prepare the report. The report will contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, social security number verification, criminal records check and conviction history, court records, educational, and driving record history, verification of employment positions held, personal, professional, licensing and certification checks, drug testing results, workers compensation records, etc. The information in the report will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates. You may request more information respecting the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act will be provided to you upon request.

Additional State Law Notices: If you live or are applying for a job in California, Maine, New York, Washington, Massachusetts, Minnesota or Oklahoma, please note the following:

California: You may view and obtain the file maintained on you by the designated consumer reporting agency upon submitting proper identification and paying the costs of duplication services, by appearing at their offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

Maine: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

New York: You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. All New York employers must provide a copy of Article 23A of the N.Y. Correction Law to a consumer that is applying for a position in the state of New York. *I am applying for a position in the state of New York.*

Washington State: If we request an investigative consumer report, you have the right, upon written request made within reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

Residents of, or for jobs located in, California, Massachusetts, Minnesota and Oklahoma only will be provided with a free copy of any consumer reports or investigative consumer reports on you. You may obtain information or copies from the Company’s investigative report file at any time prior to your receipt of such copies, to the extent available, by contacting Company. *I request a free copy of the report.*

Fair Credit Reporting Act Notification You have the right to receive a copy of your consumer credit report should one be requested for employment reasons. *I request a free copy of the report.*

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 that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.
- **You can find out what is in your file.** At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identify theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.
- **You have a right to know your credit score.** Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.
- **You can dispute inaccurate information with the consumer reporting agency.** If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.
- **Inaccurate information must be corrected or deleted.** A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.
- **Outdated negative information may not be reported.** 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 as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.
- **You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers.** These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future. You may opt-out at the major credit bureaus by calling **1-888-567-8688**.
- **You may seek damages from violators.** If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights.

Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file "active duty" alerts to help prevent identity theft. For more information, visit <http://www.ftc.gov/credit>.