



**IMPORTANT:** Please print answers to every question. Please understand that our acceptance of this application does not create an obligation for us to hire you or for you to accept employment from us. All information on this application will be treated confidentially. **FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION FOR VARIOUS REASONS, INCLUDING RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, AGE, GENDER OR DISABILITY.**

**PERSONAL INFORMATION**

*Today's Date:*

|                                    |   |                |                        |     |
|------------------------------------|---|----------------|------------------------|-----|
| Last Name                          | First Name                              | Middle Initial | Social Security Number |     |
| Present Address                    | Apt. No.                                | City           | State                  | Zip |
| Home Phone Number<br>Area Code ( ) | Alternate Phone Number<br>Area Code ( ) |                |                        |     |

|   |     |    |
|---|-----|----|
| If hired, can you provide citizenship status or provide valid authorization to work in the U.S. | YES | NO |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Have you ever been convicted of a felony? (Do not answer "yes" if your official conviction record has been annulled, expunged, or sealed. A past criminal history does not necessarily disqualify an applicant for employment.) | YES | NO |
| If yes, please describe:  |     |    |

**JOB INTEREST**

|   |                               |                                |
|---|-------------------------------|--------------------------------|
| Position Applying for:<br>_____   | Date Available:<br>_____      | Salary or Hourly Rate Desired: |
| Days and times available:   |                               |                                |
| Are you applying for:<br>Approx. how many hours/month are you interested? | Special Skills/Qualifications |                                |
| Hourly Salary   | Full-time                     | _____                          |
|   | Part-time                     | _____                          |
|   | Temporary                     | _____                          |

|                       |     |    |  |     |    |
|-----------------------|-----|----|--|-----|----|
| Are you employed now? | YES | NO | If so, may we contact your present employer? | YES | NO |
|-----------------------|-----|----|--|-----|----|

|  |        |       |
|--|--------|-------|
| Have you ever applied with our company before? | Where? | When? |
| YES NO   |        |       |
| Have you ever worked for this company before?  | Where? | When? |
| YES NO   |        |       |

|                     |  |
|---------------------|--|
| Reason for leaving? | Name of last supervisor at this company? |
|---------------------|--|

|  |  |
|--|--|
| How were you referred to this company? | Current employee? (Name) _____         |
| Advertisement School or College        | Recruiter Other (please specify) _____ |

**EDUCATION**

| Type of School             | Name and Location | Date last attended | Major field of study | Graduated | Credits or Degree obtained |
|----------------------------|-------------------|--------------------|----------------------|-----------|----------------------------|
| High School last Attended  |                   | XXXXX<br>XXXXX     |                      | Yes<br>No |                            |
| College                    |                   |                    |                      | Yes<br>No |                            |
| Graduate School            |                   |                    |                      | Yes<br>No |                            |
| Business/Trade / Technical |                   |                    |                      | Yes<br>No |                            |

## EMPLOYMENT HISTORY

List below your employment history beginning with your most recent employer.

|  |
|--|
| <p>Employer Name _____ Date employed from ____/____ to ____/____</p> <p>Address _____ Phone _____ Salary start _____ end _____</p> <p>Job Title and Description of Duties _____</p> <p>_____</p> <p>Reason for leaving _____</p> |
| <p>Employer Name _____ Date employed from ____/____ to ____/____</p> <p>Address _____ Phone _____ Salary start _____ end _____</p> <p>Job Title and Description of Duties _____</p> <p>_____</p> <p>Reason for leaving _____</p> |
| <p>Employer Name _____ Date employed from ____/____ to ____/____</p> <p>Address _____ Phone _____ Salary start _____ end _____</p> <p>Job Title and Description of Duties _____</p> <p>_____</p> <p>Reason for leaving _____</p> |

## REFERENCES

List three references of non-related persons.

|  |
|--|
| <p>Name of Reference: _____</p> <p>Contact Information: _____</p> <p>_____</p> |
| <p>Name of Reference: _____</p> <p>Contact Information: _____</p> <p>_____</p> |
| <p>Name of Reference: _____</p> <p>Contact Information: _____</p> <p>_____</p> |

**BACKGROUND CHECK NOTICE TO APPLICANT  
AND AUTHORIZATION FOR CONSUMER REPORT**

The purpose of this notice is to inform you that we will be conducting a pre-employment background investigation in conjunction with your application for employment with our company. This background investigation may involve verifying or reviewing any of the following relevant information:

- Social Security Number
- DMV Record
- Criminal Convictions
- Prior Employment History
- Educational History

As part of this investigation, the Company will obtain a consumer report from the Consumer Reporting Agency, Transunion, for employment purposes. The Company may use information in the consumer report for decisions related to your employment. A copy of the report will be provided to you, free of charge, if you wish.

By your signature below, you authorize the Company to obtain this consumer report. If you wish to receive a copy of the report, please include your address below. This notice and authorization is in accordance with the Fair Credit Reporting Act.

**I authorize the Company to obtain a consumer report for employment purposes.**

**Signature:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **BD:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

I wish to receive a copy of my consumer report.

My address is: \_\_\_\_\_

**Print Name (Last, First, & Middle)** \_\_\_\_\_

**Address City State Zip Code** \_\_\_\_\_

**Driver's License # State of Issue Issue Date Exp Date** \_\_\_\_\_

**The following is intended to inform and otherwise notify the Credit Reporting Agency:**

This notice is intended to certify compliance, to the best of our ability, with the requirements as outlined in the Fair Credit Reporting Act. The applicant or employee's signature demonstrates their express authorization and understanding of this background check and the information it will yield.

I, the Employer, certify the following:

- The applicant, or employee, has been notified, and their permission was granted to get a consumer report;
- I have complied with all of the FCRA requirements; and
- There will be no discrimination against the applicant or other misuse of the information, as provided by any applicable federal or state equal opportunity laws or regulations.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

## 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 the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, 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 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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit).
  - **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 1-888-5-OPTOUT (1-888-567-8688).
  - **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.ftc.gov/credit](http://www.ftc.gov/credit).
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**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. Federal enforcers are:**

**Type of Business and Contact Information:**

Consumer reporting agencies, creditors and others not listed below Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: [www.federalreserveconsumerhelp.gov](http://www.federalreserveconsumerhelp.gov) Email Address: [ConsumerHelp@FederalReserve.gov](mailto:ConsumerHelp@FederalReserve.gov)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name) National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600

State-chartered banks that are not members of the Federal Reserve System Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051