

APPLICATION FOR EMPLOYMENT

(Please Print)

Note: This application was designed for use with several types of positions.
Please answer all questions. Resumes are not accepted in lieu of completion of this application.

Position Applied For _____ Date _____

Name _____
Last First Middle

Present Address _____
Number/Street City/State Zip

Home Telephone () _____ Work Telephone () _____

Cellular Telephone () _____ Email Address _____

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment.
Are you legally eligible to work in the U.S.A.? ____ Yes ____ No If yes, verification will be required.

If you are under 18 years of age, can you provide required proof of your eligibility to work? ____ Yes ____ No

Do you have transportation to work? ____ Yes ____ No

Will you work overtime if asked? ____ Yes ____ No Are there any hours or days you will not work? ____ Yes ____ No

If yes, explain _____

Can you travel if required by the job? ____ Yes ____ No

On what date would you be available for work? _____ Are you currently employed? ____ Yes ____ No

May we contact: Your present Employer? ____ Yes ____ No Your Previous Employers? ____ Yes ____ No

Please identify any exceptions and reasons for not contacting previous employers. _____

FOR POSITIONS IN CALIFORNIA ONLY: Have you ever been convicted of a felony OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; and (2) an offense for which you were referred to, and participated in, any pre-trial or post-trial diversion program?

[] Yes [] No

If you have any questions regarding this, contact Human Resources.

If yes, give dates and explain. Attach a separate sheet of paper if necessary. A conviction will not necessarily disqualify you from employment.

FOR POSITIONS IN ALL OTHER LOCATIONS: Have you ever pled guilty to, no contest to, or been convicted of a crime (please do *not* disclose any conviction or plea that has been expunged from your record)*?

[] Yes [] No

This includes non-felony convictions. If you have any questions regarding this, contact Human Resources.

If yes, give dates and explain. Attach a separate sheet of paper if necessary. A conviction will not necessarily disqualify you from employment.

* If you are applying for a position that requires a Commercial Driver's License (CDL), or you are specifically advised to, please also disclose any traffic violations of which you have been convicted. Failure to do so will result in you no longer being considered a candidate for the position.

Have you filed an application with us before? ____ Yes ____ No If yes, give date _____

Have you ever been employed with us before? ____ Yes ____ No If yes, give dates _____

Do you have any friends or relatives who work for us? ____ Yes ____ No

Name _____ Relationship _____

Name _____ Relationship _____

EDUCATION

SCHOOL	LIST NAME AND ADDRESS OF SCHOOL	NUMBER OF YEARS COMPLETED	DIPLOMA OR DEGREE	MAJOR COURSE OF STUDY
High School	_____			

College	_____			

Graduate/ Professional	_____			

Other	_____			

List any honors received, specialized skills, training, and/or experience that support your application.

PROFESSIONAL REFERENCES

List three current or previous supervisors, not related to you, whom we have your permission to contact for references.

NAME TITLE COMPANY PHONE EMAIL ADDRESS

EMPLOYMENT

List current/most recent job first. Account for all time periods including unemployment, self-employment, and military service. If you need additional space, please continue on a separate sheet of paper.

1

EMPLOYER	TELEPHONE	DATES EMPLOYED		BRIEF DESCRIPTION OF YOUR JOB
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING	FINAL		
SUPERVISOR				
REASON FOR LEAVING				

2

EMPLOYER	TELEPHONE	DATES EMPLOYED		BRIEF DESCRIPTION OF YOUR JOB
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING	FINAL		
SUPERVISOR				
REASON FOR LEAVING				

3

EMPLOYER	TELEPHONE	DATES EMPLOYED		BRIEF DESCRIPTION OF YOUR JOB
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING	FINAL		
SUPERVISOR				
REASON FOR LEAVING				

4

EMPLOYER	TELEPHONE	DATES EMPLOYED		BRIEF DESCRIPTION OF YOUR JOB
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING	FINAL		
SUPERVISOR				
REASON FOR LEAVING				

Please explain any gaps in your employment history. _____

List any other information or remarks that you wish to have considered as a part of your application for employment.

NOTICE TO APPLICANTS

During the interview process, you will be asked questions concerning your ability to perform job-related functions.

The Company is an equal opportunity employer and considers applications for all positions without regard to race, color, age, sex, religion, national origin, disability, marital status, and any other characteristic protected from discrimination under applicable law.

This application will remain active for one-hundred eighty (180) days. Any applicant wishing to be considered for employment beyond one-hundred eighty (180) days must reapply.

APPLICANT'S STATEMENT

I certify that the foregoing answers are true and correct to the best of my knowledge. I authorize the investigation of all statements contained in this application and hereby give this permission to contact schools, previous employers, references, and others, and hereby release the Company from any liability as a result of such contact. *I specifically authorize the procurement of a consumer report by the Company as a part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Company to procure consumer reports at any time during my employment period.* I understand that any false or misleading information or omission of facts requested in this application or interview may remove me from further consideration for employment. In addition, if employed, any false or misleading statement or omission of fact called for in this application may be cause for subsequent dismissal at any time without any previous notice.

I understand that my employment with the Company is at-will and for no specific term and I may resign or be discharged with or without notice or cause at any time. I further understand that no oral promise, Company policy, custom, business practice *or* other procedure (including the Company's employee handbook or any personnel manuals) will change the employment at-will relationship between the Company and me.

The contents of any employee handbook or personnel manuals, as well as other Company policies or practices, are subject to change or modification by the Company, solely at its discretion, without notice. I also understand that no supervisor or other official of the Company (except an authorized Executive, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the above.

I understand that the Company may require applicants for employment to be subject to a criminal background check and/or to undergo screening for illegal drug use as part of a pre-placement physical examination. In addition, all employees are subject to tests or screening for drug or alcohol use under appropriate circumstances.

Signature _____

Date _____

PRE-EMPLOYMENT INQUIRY RELEASE

During the course of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. *If an investigative consumer report, containing information about your character, general reputation, personal characteristics and mode of living is requested, you have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.*

I authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information:

PRINT FULL NAME:	
PRINT MAIDEN NAME OR OTHER NAMES USED:	
SOCIAL SECURITY NUMBER:	
DATE OF BIRTH:	
	Month / Day / Year
CURRENT PHYSICAL ADDRESS:	
CITY, STATE AND ZIP CODE:	
DRIVER'S LICENSE NUMBER:	
APPLICANT'S SIGNATURE:	
TODAY'S DATE:	

 California Applicants Only: Please check here to have a copy of your consumer credit report sent directly to you by A-Check America, Inc., the preparer of the report, at the address you listed above.

NOTICE TO APPLICANTS IN CALIFORNIA

Please be advised that an investigative consumer report regarding your character, general reputation, personal characteristics and mode of living will be made. The investigative consumer reporting agency preparing the report is A-Check America, Inc. and can be contacted as follows:

6111 Oak Tree Boulevard
Independence, Ohio 44131
(216) 615-7600

The investigation required shall consist of a criminal background check, and the report shall contain information regarding prior convictions that are less than (7) seven years old and pending arrests.

Pursuant to California Code Section 1786.22, A-Check America, Inc. shall supply files and information required by statute during normal business hours and on reasonable notice. You may inspect the file maintained on you as follows: (1) in person, if you appear in person and with proper identification; (2) by certified mail; if you make a written request with proper identification; or (3) over the telephone, if you make a written request with proper identification for telephone disclosure. A-Check America, Inc. cannot charge more than the actual copying cost if it provides you with a copy. A-Check America, Inc. shall provide someone to explain the information to you and provide a written explanation of any coded information. You can bring one other person with you and that person must have reasonable identification.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., 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 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 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.
- **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.
- **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.

Summary of Consumer Rights Under the Fair Credit Reporting Act

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center--FCRA Washington, DC 20580 (877) 382- 4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>