

**EMPLOYMENT APPLICATION**

**Name (Last, MI, First)**

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**Maiden Name or Aliases**

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**Address**

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**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth (Month/Day/Year)** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ - \_\_\_\_\_

**Mobile ( )** \_\_\_\_\_ - \_\_\_\_\_

**DO YOU HAVE A DRIVER'S LICENSE?** \_\_ Yes \_\_ No

**Driver's license number** \_\_\_\_\_ **State of issue** \_\_\_\_\_

**Expiration date** \_\_\_\_\_

**EDUCATION**

<b>High School/College</b>	<b>Location</b>	<b>Years</b>	<b>Degree Granted</b>

**EMPLOYMENT HISTORY**

<b>Employer (Name &amp; Phone No.)</b>	<b>Location</b>	<b>Dates</b>	<b>Nature of Work</b>

*Please attach additional sheets if necessary.*

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?** \_\_\_ No \_\_\_ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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**DISCLOSURE TO EMPLOYMENT APPLICANT  
REGARDING PROCUREMENT OF  
AN INVESTIGATIVE CONSUMER REPORT**

In connection with your application for employment, we or our agents may procure an investigative consumer report on you as part of the process of considering your employment. This investigative consumer report may include information as to your character, general reputation, personal characteristics and mode of living. In connection with this you authorize us or our agents to request any and all of your former employers, business associates, landlords, federal, state and/or local government agencies, national credit bureaus, schools and any other parties to furnish to us or any other agent acting on our behalf, any information they have. Moreover, you hereby release each such employer, school, credit bureau and each such other person from any liability whatever resulting from the furnishing of such information to us or any agent acting on its behalf. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the investigative consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

Please be advised that you have the right to request, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is later. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document. By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name: \_\_\_\_\_  
(PLEASE PRINT)

Applicant's Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

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

Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**For Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained here, please check here: \_\_\_\_\_**

## **A Summary Of Your Rights Under The Fair Credit Reporting Act**

The federal fair credit reporting act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting Agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C.1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA. If you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (the source also must advise national CRA’s – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized 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, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court. The FCRA gives several different federal agencies authority to enforce the FCRA:

**For Questions Or Concerns Regarding:**

**Please Contact:**

CRA's creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches / Office of the Comptroller of the agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	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 Board Consumer & Community Affairs Washington, DC 20551

	202-452-3693
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 Programs Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Admin. 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not Members of the Federal Reserve System	Federal Deposit Insurance Corp. Div. of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
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