

# Employment Application

An Equal Opportunity Employer

(Please print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Other names you have used, including maiden name and the date(s) your name(s) changed

\_\_\_\_\_  
Current Address

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

List all of your prior addresses in the past ten (10) years, starting with the most recent:

Street Address	City	State	Zip	From: Mo./Yr.	To: Mo./Yr.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this county? Yes No

Phone number where you can be reached if we have any questions regarding this form:

Daytime: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Education

Name & Location of School	Years Attended	Did You Graduate?	Degree or Diploma
_____	_____	Yes No	_____
High School	_____	Yes No	_____
_____	_____	Yes No	_____
College / University	_____	Yes No	_____
_____	_____	Yes No	_____
Vocational / Business	_____	Yes No	_____
_____	_____	Yes No	_____
Graduate, Post Graduate, Seminary	_____	Yes No	_____

## General

Please describe any subjects of special studies, research work or special training you may have acquired:

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Have you ever served in the U.S. Military? Yes No Rank \_\_\_\_\_

Date of discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_

## Current Employer

\_\_\_\_\_  
Dates of Employment Business Name Supervisor Name Supervisor Phone #

\_\_\_\_\_  
Business Address Position

\_\_\_\_\_  
Reason for Leaving

## Former Employers *(please list the last 2 employers starting with the most recent)*

\_\_\_\_\_  
Dates of Employment Business Name Supervisor Name Supervisor Phone #

\_\_\_\_\_  
Business Address Position

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Dates of Employment Business Name Supervisor Name Supervisor Phone #

\_\_\_\_\_  
Business Address Position

\_\_\_\_\_  
Reason for Leaving

## References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Phone #	Relationship	No. of Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



# AUTHORIZATION FOR EMPLOYMENT BACKGROUND CHECK

I hereby authorize \_\_\_\_\_ to obtain a consumer credit report and/or investigation report on myself consisting of, but not limited to, employment verification, motor vehicle records, criminal scan, bad check and driver's license verification, academic verification, worker's compensation information and drug testing for the purpose of **employment** with the above mentioned company. I understand that such information may be derived in whole or in part from Experian, Equifax, TransUnion, CIC and other providers and the report may contain information on my character, general reputation, personal characteristics and mode of living. Contemporary Information Corp. is the background screening company used and their privacy policy can be found on their website ([www.cicreports.com](http://www.cicreports.com)).

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Signature

Date

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Print Name

### **A Summary of 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 rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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 you 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, as of September 2005 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](http://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](http://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 if it has been 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](http://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 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](http://www.consumerfinance.gov/learnmore).

## Consumers Have the Right To Obtain A Security Freeze

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

**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:
<b>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</b>  <b>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</b>	<b>a. Consumer Financial Protection Bureau</b> 1700 G Street NW Washington, DC 20552 <b>b. Federal Trade Commission: Consumer Response Center- FCRA</b> Washington, DC 20580 (877) 382-4357
<b>2. To the extent not included in item 1 above:</b> <b>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</b> <b>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 Federal Reserve Act.</b> <b>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.</b> <b>d. Federal Credit Unions</b>	<b>a. Office of the Comptroller of the Currency Customer Assistance Group:</b> 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 <b>b. Federal Reserve Consumer Help Center:</b> P.O. Box 1200 Minneapolis, MN 55480 <b>c. FDIC Consumer Response Center:</b> 1100 Walnut Street, Box #11 Kansas City, MO 64106 <b>d. National Credit Union Administration:</b> <b>Office of Consumer Protection (OCP):</b> <b>Division of Consumer Compliance and Outreach (DCCO):</b> 1775 Duke Street Alexandria, VA 2231
<b>3. Air Carriers</b>	<b>Asst. General Counsel for Aviation Enforcement &amp; Proceedings</b> <b>Aviation Consumer Protection Division</b> <b>Department of Transportation</b> 1200 E Street SW Washington, DC 20423
<b>4. Creditors Subject to the Surface Transportation Board</b>	<b>Office of Proceedings, Surface Transportation Board</b> <b>Department of Transportation:</b> 395 E Street SW Washington, DC 20423
<b>5. Creditors Subject to the Packers and Stockyards Act, 1921</b>	<b>Nearest Packers and Stockyards Administration are supervisor</b>
<b>6. Small Business Investment Companies</b>	<b>Associate Deputy Administrator for Capitol Access</b> <b>Unites States Small Business Administration</b> 409 Third Street, SW, 8th Floor Washington, DC 20416
<b>7. Brokers and Dealers</b>	<b>Securities &amp; Exchange Commissions:</b> 100 F St NE Washington, DC 20549
<b>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Protection Credit Associations</b>	<b>Farm Credit Association</b> 100 Farm Credit Dr. McLean, VA 22102-5090
<b>9. Retailers, Finance Companies, and all other creditors not listed above.</b>	<b>FTC Regional Office for region in which the creditor operates or</b> <b>Federal Trade Commission: Consumer Response Center:</b> FCRA: Washington, DC 20580 (877) 382-4357

**CALIFORNIA SUMMARY OF CONSUMER RIGHTS**  
**CALIFORNIA CIVIL CODE §1785.15(f)**

The following are your rights as a consumer in regard to consumer credit reports in the following form:

“You have a right to obtain a copy of your credit file from a consumer credit reporting agency. You may be charged a reasonable fee not exceeding eight dollars (\$8). There is no fee, however, if you have been turned down for credit, employment, insurance, or a rental dwelling because of information in your credit report within the preceding 60 days. The consumer credit reporting agency must provide someone to help you interpret the information in your credit file.

You have a right to dispute inaccurate information by contacting the consumer credit reporting agency directly. However, neither you nor any credit repair company or credit service organization has the right to have accurate, current, and verifiable information removed from your credit report. Under the Federal Fair Credit Reporting Act, the consumer credit reporting agency must remove accurate, negative information from your report only if it is over seven years old. Bankruptcy information can be reported for 10 years.

If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the consumer credit reporting agency must then, within 30 business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. Any pertinent information and copies of all documents you have concerning an error should be given to the consumer credit reporting agency.

If reinvestigation does not resolve the dispute to your satisfaction, you may send a brief statement to the consumer credit reporting agency to keep in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about disputed information in a report it issues about you.

You have a right to receive a record of all inquiries relating to a credit transaction initiated in 12 months preceding your request. This record shall include the recipients of any consumer credit report.

You may request in writing that the information contained in your file not be provided to a third party for marketing purposes.

You have a right to place a “security alert” in your credit report, which will warn anyone who receives information in your credit report that your identity may have been used without your consent. Recipients of your credit report are required to take reasonable steps, including contacting you at the telephone number you provide with your security alert, to verify your identity prior to lending money, extending credit, or completing the purchase, lease, or rental of goods or services. The security alert may prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that taking advantage of this right may delay or interfere with the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or cellular phone or other new account, including an extension of credit at point of sale. If you place a security alert on your credit report, you have a right to obtain a free copy of your credit report at the time the 90-day security alert period expires. A security alert may be requested by calling the following toll-free telephone numbers: Equifax 1-800-525-6285; Experian 1-800-397-3742; TransUnion 1-800-680-7289. California consumers also have the right to obtain a “security freeze.”

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer credit reporting agency from releasing any information in your credit report without your express authorization. A security freeze must be requested in writing by mail. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or cellular phone or other new account, including an extension of credit at point of sale. When you place a security freeze on your credit report, you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or authorize the release of your credit report for a specific party or period of time after the freeze is in place. To

provide that authorization you must contact the consumer credit reporting agency and provide all of the following:

- (1) The personal identification number or password.
- (2) Proper identification to verify your identity.
- (3) The proper information regarding the third party who is to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer credit reporting agency must authorize the release of your credit report no later than three business days after receiving the above information.

A security freeze does not apply when you have an existing account and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collections, fraud control, or similar activities.

If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your application for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, before applying for new credit.

A consumer credit reporting agency may not charge a fee to a consumer for placing or removing a security freeze if the consumer is a victim of identity theft and submits a copy of a valid police report or valid Department of Motor Vehicles investigative report. A person 65 years of age or older with proper identification may be charged a fee of no more than \$5 for placing, lifting or removing a security freeze. All other consumers may be charged a fee of no more than \$10 for each of these steps.

You have a right to bring civil action against anyone, including a consumer credit reporting agency, who improperly obtains access to a file, knowingly or willfully misuses file data, or fails to correct inaccurate file data.

If you are a victim of identity theft and provide to a consumer credit reporting agency a copy of a valid police report or a valid investigative report made by a Department of Motor Vehicles investigator with a peace officer status describing your circumstances, the following shall apply:

(1) You have a right to have any information you list on the report as allegedly fraudulent promptly blocked so that the information cannot be reported. The information will be unblocked only if (A) the information you provide is a material misrepresentation of the facts, (B) you agree that the information is blocked in error, or (C) you knowingly obtained possession of goods, services, or moneys as a result of the blocked transactions. If blocked information is unblocked, you will be promptly notified.

(2) You have a right to receive, free of charge and upon request, one copy of your credit report each month for up to 12 consecutive months.”

If you have questions about your background screening report, you may contact us at:

Contemporary Information Corp.  
42913 Capital Drive, Unit 101  
Lancaster, CA 93535  
[www.cicreports.com](http://www.cicreports.com)  
(800)288-4757 Option 5

## **A Summary of Your Rights Under California Civil Code 1786.22**

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
- In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
  - By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
  - A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

## **Resumen de sus Derechos bajo el Código Civil 1786.22 En California**

(A) Una agencia de reporte del consumidor investigativo deberá proporcionar los archivos y la información requerida bajo la Sección 1786.10 durante el horario normal y con un preaviso razonable.

(B) Archivos mantenidos sobre un consumidor deberá estar disponible para la inspección visual del consumidor, de la siguiente manera:

- Personalmente, si aparece en persona y proporciona una identificación apropiada. Una copia de su expediente estará también a disposición del consumidor por un precio no superior a los costos actuales de servicios proveídos para duplicación.
- Por correo certificado, si se hace una solicitud por escrito, con identificación propia, para las copias que se enviarán a un destino específico. Las agencias de reporte del consumidor investigativo que cumplan con las solicitudes de envíos certificados bajo esta sección no serán responsables por la divulgación a terceros que resulten por mal manejo de dichos correos después de dejar las agencias de investigación del consumidor.
- Un resumen de toda la información contenida en los archivos de un consumidor y requiere que se facilite bajo la Sección 1786.10 se facilitará por teléfono, si es que el consumidor hizo una solicitud por escrito con la identificación apropiada para obtener dicha información por medio telefónico, y en caso de que el consumidor llame por teléfono por cobrar a la agencia de informes del consumidor investigativas, los cargos serán transmitidos directamente al consumidor.

(C) El término "identificación adecuada" tal como se utiliza en la subdivisión (b), se entenderá que la información generalmente se considera suficiente para identificar a una persona. Dicha información incluye documentos tales como licencia de conducir válida, su número de seguro social, tarjeta de identificación militar, y las tarjetas de crédito. Sólo si el consumidor no puede identificarse razonablemente con la información descrita anteriormente, puede una agencia de reporte del consumidor investigativo requerir información adicional sobre el empleo del consumidor y de la historia personal o familiar con el fin de verificar su identidad.

(D) La agencia de reporte del consumidor investigativo deberá proporcionar personal capacitado para explicar al consumidor toda la información proporcionada al consumidor conforme a la Sección 1786.10.

(E) La agencia de reporte del consumidor investigativo deberá presentar una explicación por escrito de cualquier información codificada contenida en los archivos mantenidos en un consumidor. Esta explicación escrita se distribuye cada vez que un archivo se proporciona a un consumidor por inspección visual como se requiere bajo la Sección 1786,22.

(F) El consumidor se le permitirá ir acompañado de otra persona de su elección, que deberá presentar una identificación razonable. Una agencia de informes del consumidor de investigación puede requerir que el consumidor presente una declaración por escrito dando permiso a la agencia de informes del consumidor para discutir el expediente del consumidor en presencia de esa persona.