

OFFICE EMPLOYMENT APPLICATION

Please print all information carefully.

Date:

PERSONAL INFORMATION

Name:

SSN:

DOB:

Drivers License #:

Current Address:

City/State/Zip:

Cell Phone:

Email:

(Please Circle One) Do you:

Own a Home

Rent an Apartment/Home

Live with a Relative

Are you legally authorized to with in the US?

Are you under the age of 18?

What type of job are you applying for?

Part time

Full time

Have you ever been convicted of a crime?

Date(s):

Charge(s):

What position are you applying for?

Hourly Wage/Salary Expected:

Are you in the military or military reserves?

Do you own a car?

Do you have auto insurance?

Do you consent to drug tests?

EMPLOYMENT INFORMATION

Please account for the last 5 years, starting with the most recent. Complete even if you are attaching a resume.

Company Name:

Employed From:

Employed To:

Company Phone:

Address:

Ending Salary:

Title:

Supervisor's Name:

Reason for Leaving:

What kind of work did you do?

Company Name:

Employed From:

Employed To:

Company Phone:

Address:

Ending Salary:

Title:

Supervisor's Name:

Reason for Leaving:

What kind of work did you do?

Company Name:

Employed From:

Employed To:

Company Phone:

Address:

Ending Salary:

Title:

Supervisor's Name:

Reason for Leaving:

What kind of work did you do?

EDUCATION

College:

Major:

Year Graduated:

Awards Received:

Graduate School:

Degree:

Year Completed:

What foreign languages do you speak fluently?

Describe any abilities, experience, or aptitude
that you believe would be helpful in your job:

REFERENCES

Please give the names of two people (not related to you) whom you have known for at least a year.

Name:

Phone:

Email:

Company:

Years Acquainted/Relation:

Name:

Phone:

Email:

Company:

Years Acquainted/Relation:

EMERGENCY CONTACT INFORMATION:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

YOUR AVAILABILITY:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest time							
Latest time							

How soon could you begin working? _____

EQUAL OPPORTUNITY INFORMATION:

We are an equal opportunity employer and do not discriminate based upon race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability, medical conditioner (Cancer-related), gender identity or expression, genetic information including sick cell or hemoglobin C trait or any other consideration made unlawful by applicable federal, state, or local law. You are not obligated to complete this section or the application, but your assistance would be appreciated.

Gender: _____ Ethnicity: _____

PHYSICAL DEMANDS:

- Standing and walking for extended periods of time
- Occasional lifting weights up to 55lbs
- Frequent lifting weights of up to 25lbs
- Shoveling of snow

Please read the following carefully.

I authorize Harrison Richards and HR Holdings to make any necessary investigations into my personal history and authorize any former employer, educational institution, law enforcement agency, government agency, financial institution, or other person having personal knowledge about me to supply Harrison Richards and HR Holdings or its agents with any information concerning my background. I release from liability and hold harmless any individual or agency supplying this information to Harrison Richards and HR Holdings or its agents. I have received a Notice of Disclosure Under the Fair Credit Reporting Act. I answered every question on this application completely, truthfully, and correctly. I understand that if I am hired and any of the information I provided is found to be untruthful, misstated, or purposely omitted, I could lose my job. I understand that this application is not an offer, promise, or contract of employment, either expressed or implied. My employment would be “at will” and could be terminated by either Harrison Richards, HR Holdings or me at any time, with or without notice or cause. Your application will be considered for 14 days. For consideration after that, you must submit a new application. I agree not to bring tobacco, alcohol, or nonprescription drugs to work. Smoking and vaping are not permitted on the premises.

When returning the application, please provide a copy of your Driver’s License.

Applicant’s Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date: _____ Time: _____

Remarks: _____

Hired for Department: _____ Position: _____ Shift: _____ Reports to: _____ Wage: _____

Approved By: _____ Date: _____

Para informacion en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130 -A 600 Pennsylvania Ave. N.W., Washington, D. C. 20580.

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 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 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, 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 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 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

- **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

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:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (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 5 Washington, DC 20219 (800-613-1)
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of 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 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 (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)