



## Application for Employment

This corporation is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices based on race, color, religion, sex, age, disability, or national origin. No question on this application is asked for the purpose of limiting any applicant's consideration for employment because of his or her race, color, religion, sex, age, disability, or national origin.

### PERSONAL

Today's Date

Last Name

First

Middle

Social Security Number

Street Address

Home Phone

City

State

Zip

Business Phone

Position desired

Annual Pay expected

Have you ever applied for employment with us?

Are you legally eligible for employment in the United States?

Apart from absence for religious observance, are you available for full-time work?

When will you be available for work?

### NOTICE

As a pre-condition of employment, applicants may be required to undergo a drug and alcohol test. Anyone tested positive for drugs and/or alcohol will not be employed. This application is only active for 90 days. Should you desire that your application be active past 90 days, it will be necessary for you to re-apply for an additional 90-day period.

### EDUCATION

SCHOOL NAME

SCHOOL (City, State)

COURSE OF STUDY

NO. YEARS COMPLETE

DID YOU GRADUATE?

DEGREE OR DIPLOMA

College

High School

Other

**EMPLOYMENT**

Please give accurate, complete full-time and part-time employment records. Start with your present or most recent employer.

1. \_\_\_\_\_  
Employer Name Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Employer's Address Employed From To  
(State month and year) \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name Weekly Pay: Start Last \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. \_\_\_\_\_  
Employer Name Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Employer's Address Employed From To  
(State month and year) \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name Weekly Pay: Start Last \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. \_\_\_\_\_  
Employer Name Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Employer's Address Employed From To  
(State month and year) \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name Weekly Pay: Start Last \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**We may contact the employers listed above unless you indicate below those you do not want us to contact.**

Do not contact:

\_\_\_\_\_  
Employer(s)

\_\_\_\_\_  
Reason for leaving

**OTHER INFORMATION**

Referred By \_\_\_\_\_

How long have you lived at present address? \_\_\_\_\_

Previous address (Street, City, State, Zip) \_\_\_\_\_

How long did you live there? \_\_\_\_\_

Do you have transportation to get to work? \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State \_\_\_\_\_

How many days have you missed from work in the last year? \_\_\_\_\_

Have you ever been convicted of a crime? If yes, describe in full. \_\_\_\_\_

Are you employed now? \_\_\_\_\_

Can you work overtime if asked? \_\_\_\_\_

Can you work shift work? \_\_\_\_\_

Do you have any special skills or experience? \_\_\_\_\_

If so, describe. \_\_\_\_\_

Other activities such as hobbies, clubs, etc.? \_\_\_\_\_

**PERSONAL REFERENCES**

(Please do not list relatives or previous employers or persons you have known less than one year. You may include Basic Coatings team members as references.)

NAME

TITLE

TEL. NUMBER

OCCUPATION

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**MILITARY EXPERIENCE**

Have you ever served in the Armed Forces? If so, which service? \_\_\_\_\_

What branch of that service? \_\_\_\_\_

Final Rank? \_\_\_\_\_

Reserve Status \_\_\_\_\_

Present Selective Service classification \_\_\_\_\_

**QUALIFICATIONS/SKILLS**

What professional or technical training or degrees, vocational training, or specialized courses have you completed that you consider to be related to the position for which you are applying? (Include training during military service.)

Names and complete addresses of schools or institutions	Date Completed	Degree, diploma or certification received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and no other consideration.

**PLEASE READ CAREFULLY**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and Basic Coatings for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Company unless made in writing and signed by an authorized official of Basic Coatings.

Signature of Applicant\*\* \_\_\_\_\_ Date \_\_\_\_\_

*\*\*NOTE: By typing your name in the above signature line, you agree that this is valid as your official signature.*

# Appendix A

## NOTICE AND CONSENT FOR BACKGROUND VERIFICATION REPORT

This form, which you should read carefully, has been provided to you because \_\_\_\_\_ (“Company”) may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The Company will use any such report(s) solely for employment-related purposes. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers’ compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained from private or public records sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

You have the right to request that we make complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five (5) days of the date on which we receive a written request from you or within five (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. A summary of those rights is provided with this document.

**CONSENT:** I have carefully read and understand this Notice and Consent form and the attached summary of rights. By my signature below, I consent to the release of consumer and/or investigative consumer reports, as defined above, to the Company in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the Company by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company. I understand that if the Company hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

Today’s Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Driver’s License Number

\_\_\_\_\_  
State Issued

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Previous Addresses Used During the Last 7 Years (Use other side if necessary)

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

\_\_\_\_\_  
Date of Birth  
(For verification purposes only)

\_\_\_\_\_  
Previous Names  
Under Which You Worked/ Attended School

Signature of Applicant\*\* \_\_\_\_\_

Date \_\_\_\_\_

**\*\*NOTE:** By typing your name in the above signature line, you agree that this is valid as your official signature.

## 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 CRAs 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 CRAs – 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 to your file. The CRA must normally include a summary of your 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:

<u>For Questions or Concerns Regarding:</u>	<u>Please Contact:</u>
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Controller 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 Board Consumer and Credit 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. Division 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

01/09/06