

# Employment Application

The company is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, gender, national origin, age, disability, veteran status, citizenship, or any other characteristics protected by federal, state, or local law.

POSITION APPLIED FOR: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PRIOR ADDRESS: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Are you at least 18 years of age : ( ) yes ( ) no

Are you legally eligible to work in the United States? ( ) yes ( ) no

## Availability

What date can you start? \_\_\_\_\_ What category would you prefer? ( ) full time ( ) part time ( ) temporary

For which schedule are you available? ( ) weekdays ( ) weekends ( ) evenings ( ) nights ( ) overtime ( ) shift other \_\_\_\_\_

\*reasonable efforts will be made to accommodate sincerely held religious beliefs.

## Essential Job Functions

( ) yes ( ) no Have you been given a job description or had the essential functions of the job explained to you?

( ) yes ( ) no Do you understand these essential job functions?

( ) yes ( ) no After carefully reviewing the job description and physical requirements of the job for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation?

## Professional Licenses and Certifications

( ) yes ( ) no Do you hold any professional licenses or certifications?

Name of

license/certification: \_\_\_\_\_

License/certification

number: \_\_\_\_\_

Issuing State: \_\_\_\_\_

( ) yes ( ) no Has your license/certification ever been revoked or suspended?

Most Recent Employer ( ) yes ( ) no Are you currently working for this employer? Phone: Fax: Company name: City: State: Dates Employed: Job Title: Supervisor Name: Duties: Salary: Per: Reason For Leaving:

PLEASE NOTE: Your application may not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. Ask for a phone book or call information if necessary.

**Previous Employers**

High school	( ) yes ( ) no
College	( ) yes ( ) no
Other	( ) yes ( ) no

NAME CITY/STATE GRADUATED DEGREE TYPE

If your school records are under a different name than listed above, please enter that name

**Education** please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

1.		
2.		
3.		

NAME ADDRESS/PHONE YEARS KNOWN

**References** Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed.

Do you have your own tools? \_\_\_\_\_

If yes, state the reason(s), date of revocation or suspension, and date of reinstatement: \_\_\_\_\_

Fourth Most Recent Employer

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company name: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Duties: \_\_\_\_\_

Salary: \_\_\_\_\_  
Per: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Third Most Recent Employer

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company name: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Duties: \_\_\_\_\_

Salary: \_\_\_\_\_  
Per: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Second Most Recent Employer

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company name: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_

Dates Employed: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Duties: \_\_\_\_\_

Salary: \_\_\_\_\_  
Per: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

**Driver's License Information**

( ) yes ( ) no If the job requires, do you have the appropriate valid driver's license?

Name on license \_\_\_\_\_

DL# \_\_\_\_\_

Type \_\_\_\_\_ State of Issue \_\_\_\_\_

( ) yes ( ) no Have you had any moving violations within the last seven years? Please

describe. \_\_\_\_\_

**Criminal History**

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness, and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of or pleaded guilty to a crime? Do not include convictions that were sealed, erased, annulled, or expunged pursuant to a court order.

( ) yes ( ) no Please explain any "Yes" answer. Use additional paper if necessary.

Are you currently awaiting trial for any criminal offense?

( ) yes ( ) no Please explain any "Yes" answer. Use additional paper if necessary.

**Wartrom Machines Systems, Inc.**

**Release for Reference Check on Former Employee**

I, \_\_\_\_\_ (Name), request and authorize any individual with information about my employment and educational background to release information related to my employment record, including but not limited to information regarding my position, salary/wages, dates of employment, duties, skills, performance, reason for leaving my former position(s), and information about my educational background. I release all personal references, former employers, persons, schools, companies and law enforcement authorities and their officers, managers, employees and agents from any liability and for any damage whatsoever for providing truthful information.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Instant and Affordable Background Searches**

I understand that if the above named employer requests a copy of my consumer report for employment purposes, I have the right under California, Minnesota, and Oklahoma law to receive a copy of that consumer report from the employer free of charge. I understand that by checking "yes" below, a copy will be provided to me at the address I provided above. I would like to receive a copy of my consumer report (background check) (CA, MN, OK only)  Yes  No

CA, MN, OK only

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Full Legal Name (please print) \_\_\_\_\_ Other or Former Names (please print) \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Driver's License # \_\_\_\_\_ State issued \_\_\_\_\_

I understand that a consumer report and/or an investigative consumer report will be requested from National Crime Search, Inc., a consumer-reporting agency. I further understand that National Crime Search, Inc. cannot give out information about me to anyone without my written consent. The report *may* contain information bearing on my criminal background, credit standing, driving record, workers' compensation claims (post job offer or conditional job offer), character, general reputation, or mode of living from public or private record sources or through personal interviews with neighbors, friends, employers, associates, or educational facilities. I forever release, absolve, and indemnify to the fullest extent allowed by law National Crime Search, Inc., its affiliates, and all providers of information for releasing and obtaining any information arising from any and all sources.

I hereby authorize National Crime Search, Inc. to obtain a consumer report or investigative consumer report on me, as applicable. I have read and understand the above statement and hereby give my express permission to complete this investigation.

Company Name: Western Machine Systems

The Fair Credit Reporting Act (FCRA) requires all of our clients to provide written certification of the permissible purpose(s) for which the consumer report is being requested. Each client is to maintain a written release on file from each subject of all consumer report requests. Consumer reports may only be requested for legitimate business purposes as listed in this document. NCS reserves the right to request a copy of the subjects release form as and when they deem necessary.

**AUTHORIZATION FOR  
CONSUMER AND/OR INVESTIGATIVE REPORT**



## 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](http://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](http://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](http://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](http://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 1-888-5OPTOUT.

- 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 pursue legal action.
- Identify theft victims and active duty military personnel have additional rights. For more information, visit [www.ftc.gov/credit](http://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: Washington, DC 20580 1-877-382-4357  
Consumer Response Center - FCRA

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 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  
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 1-877-275-3342  
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