

# Application

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, ancestry, color, creed, national origin, religion, age, sex, sexual orientation, marital status, handicap, pregnancy, physical or mental disability, medical condition, status as a Vietnam or special disabled veteran, or other protected characteristics except where a reasonable, bona fide occupational qualification exists. We comply with all laws regarding reasonable accommodation for disabled and handicapped employees.

*All questions must be answered carefully and completely. If you have a resume you may attach it, but you **MUST** fill in the required information on the application form.*

**PLEASE TYPE OR PRINT.**

<b>Today's Date:</b> _____					
Name _____ <small>Last First Middle</small>			Email Address: _____		
Have you ever worked under another name? <input type="radio"/> Yes <input type="radio"/> No					
If yes, give name _____			Date of name change _____		
Current Address _____ <small>Number and Street</small>			Phone No. ( ) _____		
City _____ State _____ Zip _____			Message Phone ( ) _____		
List all prior addresses for the last 7 years:					
Date:	From	Date To	Number and Street	City	State Zip
Date:	From	Date To	Number and Street	City	State Zip
Date:	From	Date To	Number and Street	City	State Zip

## EMPLOYMENT DESIRED

Position Desired _____	Salary Desired _____
Check type of employment desired: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Temporary	
If not Full Time, days available: <input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thur <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun	
If not Full Time, hours available _____	
On what date would you be available to start work? _____	
Are you willing and able to work overtime? <input type="radio"/> Yes <input type="radio"/> No	

## PERSONAL DATA

Have you ever applied to or been employed with us before? ☐ Yes ☐ No If yes, give date \_\_\_\_\_

Do you have any friends or relatives working for our Company? ☐ Yes ☐ No

If yes, state name(s) and relationship \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No If yes, may we contact your employer? ☐ Yes ☐ No

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

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Can you travel if the job requires it? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No

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

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ☐ Yes ☐ No  
*Proof of citizenship or immigration status will be required upon employment.*

Have you ever been convicted of a criminal offense (felony or misdemeanor)? ☐ Yes ☐ No  
*Convictions for minor marijuana-related offenses which are more than two years old need not be listed, nor any conviction which has been judicially dismissed or ordered sealed pursuant to law, including but not limited to Penal Code Sections 1203.4, 1203.4a, 1203.45 or 1210.1*

If yes, state nature of the crime(s), when and where convicted and disposition of the case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A conviction will not necessarily disqualify you for employment.*

## EMPLOYMENT EXPERIENCE

*Start with your most recent job. Feel free to attach additional pages if necessary. You MUST complete this section even if attaching a resume. Dates of employment must be stated in months AND years. Account for all periods of unemployment.*

1) Employer	Dates Employed		Work Performed	
	From	To		
Address				
Phone No.	Hourly Rate/Salary			
	Starting	Final		
Job Title Supervisor			Work Performed	
Reason For Leaving				
2) Employer	Dates Employed			
	From	To		
Address				
Phone No.	Hourly Rate/Salary			
	Starting	Final		
Job Title Supervisor			Work Performed	
Reason For Leaving				

3) Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate/Salary		
	Starting	Final	
Job Title Supervisor			
Reason For Leaving			
4) Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate/Salary		
	Starting	Final	
Job Title Supervisor			
Reason For Leaving			
5) Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone No.	Hourly Rate/Salary		
	Starting	Final	
Job Title Supervisor			
Reason For Leaving			

#### EDUCATION AND TRAINING

Type of School	Name and Location of School (Provide full names of schools - not initials)	Dates Attended	Name and Date of Degree Earned	Major and Minor Fields of Study
High School or Trade School		<i>Do not supply dates for high school</i>	Diploma? o Yes o No	
Tech. School				
College				
College				

#### SPECIAL SKILLS AND QUALIFICATIONS

Office Equipment: _____
Computer Software: _____
Other Equipment: _____
Other: _____
_____
_____

## PROFESSIONAL REFERENCES

List below three people you have worked with for at least one year (do not list supervisors). Do not list relatives or friends unless you have worked with them.

Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	
Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	
Name _____	Occupation _____
Phone No. _____	Email Address: _____
No. years acquainted _____ Company where you worked together: _____	

## APPLICANT'S CERTIFICATION AND AUTHORIZATION

Please read carefully and sign/date below.

I hereby certify I have not knowingly withheld any information which might adversely affect my chances of employment and the answers given by me are true and correct to the best of my knowledge. I further certify I, the undersigned applicant, have personally completed this application. I understand any omission or misstatement of material fact on this application or any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize any present employer or supervisor, past employer or supervisor, college, university or other institution of learning, court, administrator, law enforcement agency, state agency, federal agency, finance bureau/office, credit bureau, collection agency, private business, military branch or the National Personnel Records Center, personal reference, and/or other persons, to give records or information they may have concerning my employment records, earnings history, credit history, educational records, health, character, criminal history, motor vehicle history, workers' compensation claims, or other information requested to the Company or its representative. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. A photographic or faxed copy of the authorization shall be as valid as the original.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this applicant. I further agree, in the event that I am hired by the Company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the Company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

I hereby understand and acknowledge any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time and the Company may discharge me at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company. I further understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company.

## I HAVE READ AND UNDERSTOOD THE ABOVE:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

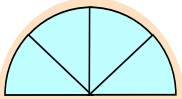
\_\_\_\_\_  
Applicant's Name Printed

## DISCLOSURE AND AUTHORIZATION

DISCLOSURE: AN INVESTIGATIVE CONSUMER REPORT MAY BE PROCURED FOR EMPLOYMENT PURPOSES.

In accordance with the Fair Credit Reporting Act, a consumer report or investigative consumer report including information about your general reputation, character, or personal characteristics may be obtained. Upon written request, you will be provided a summary of your rights and information regarding the nature and scope of the report, should it include information about your general reputation, character, or personal characteristics.

I voluntarily and knowingly authorize for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, consumer reporting agency, private business, military branch or the National personnel Records Center, personal reference, and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, workers' compensation claims, general reputation, character, performance, social media checks (i.e. Facebook, Google, etc.) or any other information requested to J. H. Smith Consulting, their clients, and/or their agents or representatives. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. A photographic or faxed copy of the authorization shall be as valid as the original. According to the FAIR CREDIT REPORTING ACT, I am entitled to know if employment is denied because of information obtained from a Consumer Reporting Agency. In compliance with the 1990 Americans with Disabilities Act, a worker compensation search will only be requested when a conditional job offer exists. I understand that if hired, my consent will apply throughout my employment unless I revoke or cancel it by sending a signed letter to the company Human Resources office.

 <p><b>J.H. Smith Consulting</b>  <i>Human Resources and              Business Management</i></p> <p>PO Box 842              Pismo Beach, CA 93448              Phone: (805) 481-1252              Fax: (805) 232-3228              Judie@JHSmithConsulting.com</p>			
	Signature _____		Date _____
	<i>Please print</i> First Name	Middle Name	Last Name
	List any other names under which you have worked or received a degree		
	Street Address		
	City, State, Zip		
	Social Security Number		Date of Birth*
	Driver's License Number		State of Issue

\*The date of birth is used for identification purposes only and plays no part in the selection process. All Federal and State rights are respected. Year of birth is option.

You have the right to receive a copy of your Investigative Consumer Report  
 should one be requested for employment reasons.

☐☐☐ I wish to be furnished with a copy of my Investigative Consumer Report should one be ordered

MAY WE CONTACT YOUR CURRENT EMPLOYER? (check appropriate box below)

☐ Yes
 ☐ No
 ☐ Not applicable

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## **Applicants To Keep This Page**

### **NOTIFICATION PER CALIFORNIA CIVIL CODE 1786.16**

**According to the provisions of the California Investigative Consumer Reporting Agencies Act (Civil Code 1786.16), we are providing a written notification that an Investigative Consumer Report on you may be requested as part of the applicant selection process.**

California law defines an “investigative consumer report” as “a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through any means. The term does not include a consumer report or other compilation of information that is limited to specific factual information relating to a consumer's credit record or manner of obtaining credit obtained directly from a creditor of the consumer or from a consumer reporting agency when that information was obtained directly from a potential or existing creditor of the consumer or from the consumer.”

J H Smith Consulting will conduct the investigative consumer report. The nature and scope of the report may include any of the follow components:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Civil Litigation Report | <input checked="" type="checkbox"/> Employment Verification    | <input checked="" type="checkbox"/> Reference Check       |
| <input checked="" type="checkbox"/> Criminal History Search | <input checked="" type="checkbox"/> Motor Vehicle Report       | <input checked="" type="checkbox"/> Social Media Checks   |
| <input checked="" type="checkbox"/> Education Verification  | <input checked="" type="checkbox"/> Professional License Check | <input checked="" type="checkbox"/> Social Security Trace |

To help California consumers detect identify fraud, section 1786.16 was added to the California civil code allowing you to receive a copy of the report in a timely manner. You will receive a copy of your investigative consumer report either at the time of a meeting or interview or within seven days of the date the employer or prospective employer received the report whichever is earlier. You will also be provided with additional information should you suspect that you have been a victim of identify fraud.

Upon request and proper identification, J H Smith Consulting will supply files and information during normal business hours and on reasonable notice. Files are available for visual inspection in person or by certified mail. A person of your choosing may accompany you on a personal inspection. A summary of all information is also available by telephone upon proper identification. (J H Smith Consulting, PO Box 842, Pismo Beach, CA 93448, 805-481-1252).

## **Applicants To Keep This Page**

### **Notice Regarding Background Investigation Pursuant to California Law**

Employer (the “Company”) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of a “consumer report,” “consumer credit report,” and/or an “investigative consumer report” (consumer report) obtained for employment purposes. Such consumer reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal history, verifying references, employment history, social security number, educational history, licensure, and certifications, driving history, and other information about you, and interviewing people who are knowledgeable about you. The results of this consumer report may be used as a factor in making employment decisions.

The source of any investigative consumer report (as that term is defined under California law) will be JH Smith Consulting, PO Box 842, Pismo Beach, CA 93448 (805) 481-1252.

The Company agrees to provide you with a copy of a consumer report when required to do so under California law.

Under the California Civil Code you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. You should inform the ICRA if you are unemployed, receiving public assistance, or have reason to believe fraud has occurred in regard to your personal information.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have 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 you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

“Proper Identification” includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.



## **Applicants To Keep These Two Pages**

### **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

**Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, D.C. 20552.**

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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, D.C. 20552.**

- **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, 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 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.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 the 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).

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	Please 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 the 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 and 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 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of 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