



Are you available to work: \_\_\_Full-time \_\_\_Part-time \_\_\_Shift Work \_\_\_Temporary \_\_\_ Overtime

Are you on a lay-off or subject to recall? \_\_\_Yes \_\_\_No

Do you have access to transportation? \_\_\_Yes \_\_\_No

Pay Desired: \$\_\_\_\_\_

### **EMPLOYMENT EXPERIENCE**

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer ( )	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ( )	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ( )	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer ( )	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate / Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Are you employed now?     Yes                     No

May we contact your current employer?     Yes             No  
If no, please explain.

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Do you have any commitments to another employer, which might affect your employment with us?

Yes                     No                    If yes, please explain:

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Have you ever been terminated or asked to resign from any job?  Yes     No

If Yes, please explain \_\_\_\_\_

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Please explain any gaps in your employment history \_\_\_\_\_

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### **SPECIAL SKILLS AND QUALIFICATIONS**

Please describe any actual experience, special training or qualifications that you feel are relevant to the position for which you are applying:

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### **EDUCATION**

Type of School	Name / Address	Subjects Studied / Academic Honors	Did you Graduate?/ Type of Degree	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

You may include subjects of special study, research work, special training skills, or qualifications which you believe may be helpful to us in considering your application (*e.g.*, paid experience as/performing: administrative assistant, clerical, customer service, data entry, equipment operator, mechanic, plant operator, receptionist)

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**PERSONAL REFERENCES**

Please list at least three persons who know you well – not previous employers or relatives.

Name	Address and Telephone Number	Occupation	Years Acquainted

**CRIMINAL HISTORY**

*An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

1. Have you ever been convicted of a felony?     \_\_\_Yes           \_\_\_No
  
2. Have you been convicted of a misdemeanor during the past five years (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violation, affray or disturbing the peace)?  
  \_\_\_Yes \_\_\_No
  
3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violation, affray or disturbing the peace)?  
  
  \_\_\_Yes     \_\_\_No
  
4. If the answer to any of the above questions is "yes," please state whether you were convicted more than 5 years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace).  
  
  \_\_\_Yes     \_\_\_No

If you answered "yes" to any of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition):

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**Applicant's Statement, Agreement and Signature**

*(Please read the following carefully and then sign below)*

Work Rules. In the event of my employment with FST, I agree to comply with all rules and regulations of FST.

Drug/Alcohol Test. I understand that FST reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment to the extent permitted by law.

Medical Examination. I understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination or related tests to FST. I understand that should I decline to sign this consent or decline to take any of the above-described tests, my application for employment may be rejected or my employment may be terminated.

Background Investigation. I understand that FST' consideration of my application includes an investigation of the information I have provided on this application and other relevant information such as my driving record and criminal record, if any. I understand that should I decline to consent to such an investigation, my application for employment may be rejected or my employment may be terminated.

Arbitration Agreement. I understand that as a condition of employment, I will be asked to sign an arbitration agreement. I understand that should I decline to sign an arbitration agreement, my application for employment may be rejected or my employment may be terminated.

At Will Employment. If hired, I further agree as follows: My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by FST (employer) at any time and for any reason whatsoever, with or without good cause at the option of either FST or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of FST or his designee. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and FST.

I understand that if I am offered employment at FST, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that if I am hired by FST and my employment subsequently ends, FST may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

**I certify that all of the information that I have provided on this application is true and accurate.**

\_\_\_\_\_  
Date

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



*Para informacion en espanol, visite [www.ftc.gov/credit](http://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](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 1-888-5-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](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:**

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| 1. Consumer Reporting Agencies, creditors and others not listed below.   | Federal Trade Commission: Consumer Response Center –<br>FCRA Washington, DC 20580 (877) 382-4357  |
| 2. 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<br>Compliance Management, Mail Stop 6-6<br>Washington, DC 20216 (800) 613-6743  |
| 3. Federal Reserve Member Banks (except national banks and federal branches/agencies of foreign banks).                                  | Federal Reserve Consumer Help Center<br>PO Box 1200<br>Minneapolis, MN 55480 (888) 851-1920   |
| 4. Savings associations, and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name | Office of Thrift Supervision<br>Consumer Complaints<br>Washington, DC 20552 (800) 842-6929  |
| 5. Federal credit unions ( words “ Federal Credit Union” appear in institution’s name  | National Credit Union Administration<br>Office of Consumer Protection (OCP)<br>Division of Consumer Compliance and Outreach (DCCO)<br>1775 Duke Street<br>Alexandria, VA 22314 (703) 519-4600                         |
| 6. State chartered banks that are not members of the Federal Reserve System  | FDIC Consumer Response Center<br>2345 Grand Ave, Suite 100<br>Kansas City, MO 64108-2638 (877) 275-3342   |
| 7. Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | Department of Transportation<br>Office of Financial Management<br>Washington DC 20590 (202) 366-1306<br><br>Department of Agriculture<br>Office of Deputy Administrator – GIPSA<br>Washington DC 20250 (202) 720-7051 |