



3451-C Vincent Road
Pleasant Hill CA 94523

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Complete all applicable information

Name (Full – Last, First, MI)			
Position(s) applied for:		Are you willing to work: Full Time Part Time Temporary Weekends Evenings Nights	
Street Address:		City	State Zip
Home Phone: ()	Business Phone ()	Have you previously been employed by our company? Yes No Where?	
Previous Address (if less than 5 years at current address) Street:		City	State Zip
Are you legally authorized to work in the United States? Yes No		When could you start employment?	
Have you ever applied for employment with our company? Yes No When?		Where?	
Do you have a valid California Drivers License? Yes No			
Are there any restrictions on you Driver's License? Yes No			
Have you ever been convicted of a felony? Yes No If yes, please state the date of the conviction and the offense for which you were convicted.			

EMPLOYMENT HISTORY (List below last three employers, starting with the most recent one first)

Present or Last Position		Name of Company		From Mo/Yr		To Mo/Yr		
Street Address:			City		State		Zip	
Duties:				Reason for Leaving:				
Starting Annual Salary		Final Annual Salary		Bonus		Commission		May we contact your supervisor?
Name or Supervisor			Title and Department of Supervisor			Phone Number of Supervisor ()		
Next Previous Position		Name of Company		From Mo/Yr		To Mo/Yr		
Street Address:			City		State		Zip	
Duties:				Reason for Leaving:				
Starting Annual Salary		Final Annual Salary		Bonus		Commission		May we contact your supervisor?
Name or Supervisor			Title and Department of Supervisor			Phone Number of Supervisor ()		
Next Previous Position		Name of Company		From Mo/Yr		To Mo/Yr		
Street Address:			City		State		Zip	
Duties:				Reason for Leaving:				
Starting Annual Salary		Final Annual Salary		Bonus		Commission		May we contact your supervisor?
Name or Supervisor			Title and Department of Supervisor			Phone Number of Supervisor ()		

EDUCATION INFORMATION

High School or GED		Address		City	State	Degree	Subjects Studies	
College		Address		City	State	Degree	Major	GPA



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College	Address	City	State	Degree	Major	GPA
Graduate School	Address	City	State	Degree	Major	GPA
Other	Address	City	State	Degree	Major	GPA

GENERAL

Additional Space (if needed):

If applying for a clerical position, what business equipment can you operate? (For example, computers, copiers, etc.)

If applying for a secretarial position:

Do you have stenographic skills? Yes No
Words/Minute

If applying for a secretarial position:

Typing skills Yes No
Words/Minute:

In what computer software programs are you **proficient**? [Name the package(s).]



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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.

I also understand that any offer of employment is conditioned on the completion of pre-employment tests including a drug test, and documentation. I will, upon request, sign all necessary consent forms. If I refuse to sign the forms, the offer will be withdrawn and/or my employment will be terminated

Date

Signature



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NOTICE OF INTENT OF EMPLOYER TO OBTAIN CONSUMER CREDIT REPORT AND TO CONDUCT PRE-EMPLOYMENT BACKGROUND CHECK

I understand that a background check will be performed which may include a credit check and/or third party verification service. My signature below authorizes The Source Group, Inc. to obtain a Consumer Credit Report and to perform any all background checks it deems necessary to consider my application for employment.

This Notice is provided in accordance with the Fair Credit Reporting Act. I understand that I may request in writing that I be given a copy of any Consumer Credit Report.

Signature of Applicant

Date

Yes, I want to receive a copy of the Consumer Credit Report requested above. Please send it to me at:

Name

Address

City, State, Zip Code



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**DISCLOSURE AND AUTHORIZATION
FOR BACKGROUND INVESTIGATIONS**

I hereby authorize **The Source Group, Inc.** and/or any entity directed by **The Source Group, Inc.** to obtain a consumer report for employment purposes. A "consumer report" includes any information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand this consumer report may include inquiries regarding my work history; personal financial status and credit history; court records, including criminal conviction record, as permitted by law, driving history; and references obtained from professional and personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as **The Source Group, Inc.** in its sole discretion determines is necessary before, during or after my employment.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to **The Source Group, Inc.** or other entity that obtains information for **The Source Group, Inc.** I further fully release **The Source Group, Inc.**, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to **The Source Group, Inc.** concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand I can receive a free copy of any credit report requested by **The Source Group, Inc.** about me at the same time the report is provided to **The Source Group, Inc.** (check box below if copy desired). **Infortal Worldwide** obtains credit reports from TransUnion.

The Source Group, Inc. obtains consumer reports from **Infortal Worldwide (800) 736-4999.**

I understand that an offer of employment is contingent upon the outcome of my background check, and that this Disclosure Authorization is not an offer for employment by **The Source Group, Inc.** or a contract for employment with **The Source Group, Inc.** I further understand **The Source Group, Inc.** operates under an AT-WILL EMPLOYMENT POLICY and this Authorization does not alter or affect that policy in any manner whatsoever.

I have received and read the "Disclosure" regarding **The Source Group, Inc.**'s right to procure a consumer report.

(Date)

(Applicant Signature)

Social Security Number

(Print Name)

Driver License No.

Driver License State of Issue

Date of Birth

Yes, I wish to receive a copy of any consumer report requested about me by **The Source Group, Inc.**

APPLICATION FOR EMPLOYMENT**Appendix A to Part 601
Prescribed Summary of Consumer Rights****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.



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- **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:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
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 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 Programs 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 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation 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