

## Application for Employment

<b>General Information</b>		<b>Availability</b>	
What job are you applying for?	Social Security Number _____	When can you start work?	Desired Annual Salary
Name (Last, First, Middle)		Are you currently employed? Y / N    May we contact your current employer? Y / N	
Street Address	Phone Number (    )	Will you consider part-time or temporary employment? Y / N	
City	State	<b>Motor Vehicles</b>	
	Zip	Drivers License #	State Issued in: CDL Endorsements: N T P H S X
Sex M / F	Are you 18 years or older? Y / N	Have you had any moving violations in the last 3 years? Y / N	
Have you ever been convicted of any law violation? Exclude traffic violations. Y / N		Has your license ever been suspended or revoked? Y / N	
If yes, please provide details _____		<b>Military Service</b>	
		Dates	Branch
Are you presently a member of the Guard or Reserves? Y / N			

### Education

Highest level of schooling completed: Some High School [ ]    High School or GED [ ]    Associate [ ]    Bachelor [ ]    Master [ ]    Doctoral [ ]			
High School, Name and Location	GED or Year Graduated	School, Name and Location	Degree, Year Received
	GPA		GPA
School, Name and Location	Degree, Year Received	School, Name and Location	Degree, Year Received
	GPA		GPA
Skills, Knowledge, Certifications, Licenses, and other qualifications			

### Work Experience

Name and Address of Employer	Dates Employed (month/year) From:                      To:	Average hours per week: _____
	Salary or Wages	Employees supervised: _____
Supervisor's name	Phone Number (    )	Reason for leaving
Describe your responsibilities and accomplishments		

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	Salary or Wages	Employees supervised: _____ Reason for leaving
Supervisor's name _____ Phone Number ( _____ )		
Describe your responsibilities and accomplishments		

**Business References**

Name of Business	Address	Contact and Phone Number	Years Acquainted With

**In Case of Emergency**

Name	Address	Phone Number

**Affidavit, Consent and Release**

Please Read Each Statement Carefully Before Signing

I certify that the facts contained in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer, and organization to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I may be required to submit to and successfully pass a drug screening examination and background investigation. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, as may be required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my physical capability to do the work for which I am applying.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the owner of the organization has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the owner and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line**

Additional Information Provided:  History of Hefty Seed Company  Compensation Summary  
 Schedule of Work Hours  Fair Credit Reporting Act Disclosure  
 Addendum to Application for Trucking Positions

Interview Date \_\_\_\_\_ Interviewed By \_\_\_\_\_

Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hire Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_ Position \_\_\_\_\_ Department / Site \_\_\_\_\_

Salary / Wage \_\_\_\_\_ Date Reporting to Work: \_\_\_\_\_

Employment Orientation Dates (conducted at Baltic) \_\_\_\_\_ Safety Orientation Dates (conducted at Baltic) \_\_\_\_\_

Approved \_\_\_\_\_  
 General Manager

## Fair Credit Reporting Act Disclosure

Hefty Seed Company, when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a consumer reporting agency. These terms are defined in the Fair Credit Reporting Act ("FCRA") which applies to you. As an applicant for employment or employee of HEFTY Seed Company, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others such as HEFTY Seed Company.

A "consumer report" is any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, criminal background, motor vehicle record, character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

If HEFTY Seed Company obtains a "consumer report" about you, and if HEFTY Seed Company considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" and a summary of your rights under the FCRA. You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reporting agencies."

Having read and understood the statements above, I do hereby authorize Hefty Seed Company to obtain consumer reports for employment purposes.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Drivers License # \_\_\_\_\_

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

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name on License \_\_\_\_\_

## **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. 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 you 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.