

EMPLOYMENT APPLICATION

Name: _____

Date: ____/____/____

If you need help in completing this application, please request assistance. RJD, Inc. complies with all applicable laws concerning hiring and employment practices and is firmly committed to maintaining a workplace free from unlawful discrimination. We strive to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal and state laws.

PERSONAL INFORMATION

Your name as it appears on your social security card: _____

Social Security Number: _____

Present Address (City/Town State Zip Code): _____

Permanent Address (If Different): _____

Home Telephone Number: _____ Work Telephone Number: _____

Cell Phone Number: _____ E-mail Address: _____

Position for Which You are Applying: _____

Availability: () Full Time () Part Time () Temporary () Internship () Evenings

() Weekends () Other (Explain) _____

Work Location Preference(s): _____

Are you currently authorized to work in the United States: () yes () no

Do you now, or will you in the future, require sponsorship for a work visa? () yes () no

Are you over 18 years of age? () yes () no If no, when will you turn 18? _____

Have you ever been employed by RJD? () yes () no If you have been previously employed by RJD, please specify the following:

From _____ to _____ Department _____ Position _____

Location _____ Supervisor _____

Names of any relatives employed by RJD:

Name: _____ Department _____ Relationship _____

Name: _____ Department _____ Relationship _____

How did you hear about employment opportunities with RJD?

() Employment Agency () Job Fair: _____ () RJD Website () Advertisement

() Employee Referral () Facebook () Other _____

PRIOR WORK, MILITARY AND VOLUNTEER EXPERIENCE

In order that we may verify prior experience, have you used another name in your previous jobs?

() No () Yes, give name and specify organization(s) _____

List most recent experience first. Please include volunteer experience.

1. Name of Organization _____

Street Address, City, State, Zip Code _____

Title or Position _____ Name of Supervisor _____

Duties _____

Dates Employed, From _____ until _____. Annual Salary or Hourly Rate _____

Reason for Leaving _____

Can we contact Organization for reference? () Yes () No

2. Name of Organization _____

Street Address, City, State, Zip Code _____

Title or Position _____ Name of Supervisor _____

Duties _____

Dates Employed, From _____ until _____. Annual Salary or Hourly Rate _____

Reason for Leaving _____

3. Name of Organization _____

Street Address, City, State, Zip Code _____

Title or Position _____ Name of Supervisor _____

Duties _____

Dates Employed, From _____ until _____. Annual Salary or Hourly Rate _____

Reason for Leaving _____

REFERENCES

Name _____ Relationship _____ How long known? _____

Company _____ Title _____ Daytime Phone No. _____

Evening Phone No. _____ E-mail _____

Address (Street Address, City, State, Zip Code) _____

Name _____ Relationship _____ How long known? _____

Company _____ Title _____ Daytime Phone No. _____

Evening Phone No. _____ E-mail _____

Address (Street Address, City, State, Zip Code) _____

Name _____ Relationship _____ How long known? _____

Company _____ Title _____ Daytime Phone No. _____

Evening Phone No. _____ E-mail _____

Address (Street Address, City, State, Zip Code) _____

EDUCATION

Name of High School _____ Graduate () Yes () No () GED

Address (City, State, Zip Code) _____

Name of College _____ Graduate () Yes () No

Address (City, State, Zip Code) _____

Type of Degree _____ Year _____ Major _____

Other -- Name of School _____ Graduated () Yes () No

Address (City, State, Zip Code) _____

Type of Degree or Certificate _____ Year _____ Major _____

PROFESSIONAL LICENSES, REGISTRATIONS, AND CERTIFICATES

Type of License or Certificate	Reg. No.	Expiration Date	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe your working knowledge of computer software _____

CRIMINAL RECORD

Please complete this section on prior convictions. An applicant for employment with a sealed record on file with a court (such as a juvenile record) may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances or convictions. A criminal arrest or conviction will **not** necessarily be a bar to employment.

1. Have you been convicted of a misdemeanor (excluding a first conviction for speeding or minor traffic violations) within the last five years? () Yes () No
2. Have you ever been convicted of a felony? () Yes () No

If you have answered yes to either of the above questions, please provide an explanation below.

PLEASE READ BEFORE SIGNING

I certify that all answers and statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, might affect this application unfavorably. I understand that any falsification, misrepresentation or material omission of information submitted on this application will constitute grounds for denial or immediate dismissal from employment.

I authorize all persons, schools, employers and other organizations mentioned in this application to provide RJD with any and all information requested by RJD related to my qualifications for employment. I hereby voluntarily release RJD and any other persons or entities from any and all liability related to the provision of such information.

I further understand that any job offer will be contingent upon satisfactory replies to background and reference checks and that information about the content and scope of such checks will be furnished to me if I make a written request for such information within a reasonable time.

I further understand that employment with RJD may be conditioned upon the results of a medical screening examination, skills testing and my ability to provide satisfactory documentation of my U.S. citizenship or authorization to work in the U.S. within 72 hours of the commencement of my employment.

I understand that nothing in this application for employment is intended or should be construed as an offer, agreement or contract of employment.

I further understand that employment at **RJD, Inc.** is at-will, which means that both the employer and the employee are free to terminate the employment relationship at any time, with or without notice or cause.

In the event that I am employed by RJD, I agree to comply with all of its employment policies. RJD reserves the right to change or amend policies from time to time.

No supervisor, representative or other person at RJD has the authority to make any agreement that is contrary to the foregoing without the written approval of RJD's CEO or designee

This information provided to RJD is considered current for one year. At the end of this period, if you are still interested in employment, it will be necessary to reapply by filling out a new application.

Signature of Applicant _____ Date _____

Print Name: _____

Important Information About the Application Process

Thank you for your interest in employment with RJD. The following is information on some of the steps in the employment process:

1. The Employment Application.

All applicants for employment with RJD must complete the RJD Employment Application. Even if you submit a resume to RJD, we still require a completed Employment Application. The Employment Application gathers information on education and training, prior work experience, prior criminal convictions, and references you authorize us to contact. If you are hired by RJD, the Employment Application will become part of your personnel file.

2. Background Checks on Final Candidates.

RJD conducts certain background checks on final candidates prior to an offer of employment. In rare cases where there is a business need for a final candidate to begin employment immediately, RJD may make an offer of employment subject to satisfactory results on the background checks. RJD requires specific written authorization to conduct background checks relative to credit history and prior criminal convictions. If you do not authorize RJD to perform a background check, we will no longer consider your application for employment. If RJD has conducted a background check on you within the past six months and you apply for a new RJD position, we will not require a new background review.

3. Prior Felony Conviction Relative to a Crime of Dishonesty or a Breach of Trust. In general, a finding that an applicant has a criminal record is *not* an automatic barrier to employment with RJD. RJD evaluates information about prior convictions relative to the date of the conviction, the applicant's post-conviction experiences, and the specific job with RJD under consideration.

4. Fraud Abuse and Control Information System (FACIS).

As part of our compliance program, RJD reviews **Federal Care Safety Registry (FCSR)** checks on all job applicants before and/or after extending an offer of employment. We also review **FCSR** annually on all current staff. **FCSR** includes information on individuals and organizations that have been excluded from federal healthcare programs, such as Medicaid and Medicare. Because the information obtained through **FCSR** is public information, we do not require written authorization to perform this search. Nevertheless, we inform all job applicants and current staff that we will be reviewing this information.

I certify that I have read the above.

Signature of Applicant _____ Date _____

Print Name: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W, Washington, D.C. 20580.

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 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:

- i. a person has taken adverse action against you because of information in your credit report;
- ii. you are the victim of identify theft and place a fraud alert in your file;
- iii. your file contains inaccurate information as a result of fraud;
- iv. you are on public assistance;
- v. you are unemployed but expect to apply for employment within 60 days.

In addition, 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 for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness 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 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.

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.

I certify that I have read the above.

Signature of Applicant _____ Date _____

Print Name: _____

**Consumer Report -- Investigative Consumer Report
Disclosure and Release Authorization**

I understand that in connection with my application for employment, RJD may obtain an Investigative Consumer Report on me for employment purposes. I hereby give consent for an investigative consumer report to be done on me, and I hereby authorize, without reservation, any person, law enforcement agency, state agency, former employer, corporation, partnership, limited liability company, credit agency, educational institution, city, state, federal court, military institution, employer or insurance company contacted by RJD or consumer reporting agencies contracted by RJD, to furnish any and all information required. I understand that the investigation will include information from law enforcement agencies, state agencies and public records information, such as credit, social security, criminal, motor vehicle and workers' compensation in accordance with the American with Disabilities Act. This report will include information as to my character work habits, performance and experience, along with the reasons for termination of past employment from previous employers. I do hereby release the aforesaid parties from any liability and responsibility for collecting the above information at any time. **According to the Fair Credit Reporting Act (Law 91-508) SS 606:** A person may not procure or cause to be prepared an investigative consumer report on any consumer unless it is clearly and accurately disclosed to the consumers that an investigative consumer report including information as to his character, general reputation, personal characteristics and mode of living and employment history, whichever are applicable, may be made. I also understand that if I am denied employment because of the consumer investigation, it is my right to have the name of the agency or agencies disclosed to me within the time allowed. This authorization, in original or copy form, shall be valid for this and any further reports or updates that may be requested.

Witness my signature this date: _____.

Signature of Applicant: _____

Print Name: _____