

# Application for Employment

STT, Inc.  
1600 N. Mission  
Mt. Pleasant, MI 48858  
Phone: (800) 860-1STT Fax: (989) 772-9323

Thank you for applying for a position with our company. In order to assist in evaluating your qualifications, we have asked for specific personal information on this application. You are asked to complete every item or write N/A if not applicable to you. Omission or falsification of information on this application shall be sufficient cause for dismissal. It is the Policy of our company to conform to the laws of the United States of America, individual States and any other Governmental Institution that may regulate employees in the geographical area's where we conduct business. Our company does not discriminate against qualified applicants or employees with regard to their race, color, religion, national origin, sex, age, disability or any other category protected by the Equal Employment Opportunity Commission, unless a bona fide occupational qualification exists.

## Section #1: Personal Data

Name \_\_\_\_\_

First Name

Middle Initial

Last Name

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For how long have you lived at this residence? \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ How did you become aware of the position? \_\_\_\_\_

Do you have a valid driver's license?  Yes  
 No

Are you 18-years old or older?  Yes  No If you **ARE NOT** at least 18-years old, how old are you? \_\_\_\_\_

Are you legally eligible to be employed in the United States of America?  Yes  No If you are offered a position with our company, you will be required to furnish proof of your eligibility to be employed in the U.S.A. This documentation can take the form of a Social Security card, drivers license, passport, etc.

Do you have access to reliable transportation to and from work?  Yes  No If **NOT**, how do you intend to arrive to work on time consistently? \_\_\_\_\_

Have you ever agreed to or signed a non-competition agreement with your present or a prior employer?  No  Yes

If you responded Yes to the question above, will this prohibit you from accepting a position with this company?  No  Yes

## Section #2: Education

Circle the highest level of education that you have achieved to date: Less than 8th grade, 8, 9, 10, 11, 12, GED, College 1, 2, 3, 4, more

Education	Name of School and Location	Date Began	Date Ended	Course of Study	Graduate Yes / No	List Diploma or Degree earned
Grade School						
High School						
College						
Other						

### Section #3: Employment History

Please list your FOUR (4) most recent jobs, *beginning with your most recent employer*. Account for ALL TIME PERIODS including periods when you were not employed, self-employment and U.S. Military Service. If space is insufficient, list additional employers on a separate page or additional application form. Please include your resume in addition to the information requested below.

Dates of Employment	Complete Name and Address of Current/Previous Employers	Final Position Information
Ended: _____ TO Started: _____	Name of Company _____ ( _____ ) _____ Phone Number _____ Street _____ City _____ State _____ Zip _____	Title of Final Position _____ Final Wage: \$ _____ Circle your Reason for Leaving: Fired / Quit / Lay Off / Other
<b>Mgt. Use: Verify accurate mailing address &amp; phone-# contacted. Information must be completed prior to employment offer.</b> Ref. Checked By: _____ Date Checked: ____ / ____ / ____ Company Rep. Spoke With: _____ Dates of Employment: _____ Last Position: _____ Eligible for Rehire: Yes / No / Declined to Respond		

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Explain below any gaps in employment or to clarify your reason for separation with a previous employer. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section #4: Additional Information**

Have you ever served in the armed forces of the United States?

- Yes If Yes, What type of discharge? \_\_\_\_\_  
 No

Are you currently continuing your education in a formal manner?

- Yes If Yes, Please Explain: \_\_\_\_\_  
 No

Have you ever been convicted of a felony or serious misdemeanor or are charges pending against you? (This may include parole, probation and/or incarceration or pending charges)

- Yes\* If Yes, Please Explain: \_\_\_\_\_  
 No \* A conviction may not necessarily bar you from employment.

Have you ever been adjudged insane? (Do not answer Yes if sanity was restored by court order.)

- Yes If Yes, Please Explain: \_\_\_\_\_  
 No

Please list the times and days of the week that you would be available to work:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>From</b>							
<b>To</b>							

If you were offered a position, how much time would be required before you would be able to begin work? \_\_\_\_\_

If you were offered a position, would you be able to perform the essential functions of the position applied for, with or without any reasonable accommodation(s)?

- Yes If No, Please explain: \_\_\_\_\_  
 No

Are you currently certified in first-aid?

- Yes  No

Are you currently certified in C.P.R.?

- Yes  No

Are you willing to travel & stay overnight?

- Yes  No

Would you be willing to relocate?

- Yes  No

Are you willing to work on Weekends?

- Yes  No

Are you willing to work on Holidays?

- Yes  No

**How did you become aware of this job opening?**  
 (Examples: newspaper ad, friend, flyer, etc.)  
 Please Explain: \_\_\_\_\_

List your three most recent residence (excluding your current address)

- \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of Time
- \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of Time
- \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of Time

(Comments) What would you like our company to know about you, why should we consider hiring you?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Background Check Notification and Waiver

The Company reserves the right to terminate the employment relationship with any and all employees at any time for any reason. This policy cannot be amended except in writing directed to the employee personally by the President. Our Company also reserves the right to make unilateral changes in employment policies and assignments as needed. I understand that I may at any time be required to be tested for the presence of illegal drugs in my body as part of my employment and the presence of such a drug may result in disciplinary action up to and including termination.

This application will be considered active for 30-days from the date that it is submitted. For consideration after this initial 30-day period, applicants will be responsible for submitting a new application. Inactive applications will be maintained for a period of two years from the date that they are submitted.

I do hereby authorize you to furnish information and release from liability any person or organization who gives or receives information requested by our company. This information may include, but is not limited to: work histories, personal histories, educational histories, criminal histories, etc. I also agree to hold harmless any source for any error in reporting information. I release all persons from damage resulting from furnishing said information. I understand that under Bullard-Plawewski Employee Right to Know Act, I may have a right to notice when my employers and former employers release information about me to your company and I waive all such notice. I authorize your company to photocopy this document and agree that such photocopies with my signature shall have the same legal force and effect as the original document with my signature.

### 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 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.

\* 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.

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The facts and statements set forth by me in this application for employment with this company are true and complete. I understand that any false statements or omission of information on this application or any attachment shall be sufficient cause for myself to not be considered for employment. I also understand that, if employed, any false statement or omission on this application or any attachment shall be sufficient cause for dismissal. I acknowledge that I have been advised of my rights under the Fair Credit Reporting Act and I authorize United Staffing Solutions, LLC to obtain a report from a Consumer Reporting Agency by signing this document. If a report is requested, I have been advised that I can be provided with a copy of the report upon my request. This authorization is in accordance with the Fair Credit Reporting Act.

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

*An Equal Opportunity Employer*