

BECKER MILLWORK & HARDWARE, INC.

305 West Walker Street · P.O. Box 87 · Freeburg, MO 65035

Phone: (573) 744-5204 · Fax: (573) 744-5925 www.beckermillwork.com

GENERAL INFORMATION:

Position(s) Applied For _____ Date of Application _____

Full Name (Last, First, Middle) _____

Address _____ City _____

State _____ Zip Code _____ How long at present address? _____

Date of Birth _____ Social Security # _____

Phone: _____ Email: _____

Are you available to work: Full Time Part Time Temporary

On what date would you be available for work? _____

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) Yes No If yes, explain:

EDUCATION & TRAINING:

	Institution Name	Years Completed	Field of Study	Graduate or Degree (Y or N)
High School				
College/University				
Business/Technical				
Additional				

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Please list any skills/certifications you have that are appropriate for the position you are applying for:

State fully why you believe you are qualified for this position:

Expected starting pay _____

EMPLOYMENT RECORD

Are you currently employed? Yes No

May we contact your employer? Yes No

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past FOUR employers.

Company		Telephone			Salary (Begin to End)	Employed From – To MO/YR
Address	City	State	Zip			
Name & Title of Supervisor		Title of your position			Reason for leaving:	
List duties performed and skills used: _____						

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List duties performed and skills used: _____					

Company		Telephone		Salary (Begin to End)	Employed From – To MO/YR
Address	City	State	Zip		
Name & Title of Supervisor		Title of your position		Reason for leaving:	
List duties performed and skills used: _____					

Company		Telephone		Salary (Begin to End)	Employed From – To MO/YR
Address	City	State	Zip		
Name & Title of Supervisor		Title of your position		Reason for leaving:	
List duties performed and skills used: _____					

DRIVER QUALIFICATIONS:

Do you have a driver's license? Yes No

Do you have transportation to and from work? Yes No

Has any license, permit, or privilege ever been suspended or revoked? Yes No

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Driver License	STATE	LICENSE #	TYPE	EXP DATE

Please list any driving experience or qualifications: _____

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

TO BE READ AND SIGNED BY APPLICANT

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature _____ Date _____



Background Investigation Authorization

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT

In connection with your employment, application, or temporary agency/contractor assignment with _____ (hereinafter "COMPANY"), we may upon execution of this authorization, investigate the information contained in this form, your application and other relevant background information to determine whether you are a suitable candidate for employment, promotion, position re-assignment or contract. Therefore, COMPANY will request a consumer report or investigative consumer report as defined under applicable state and federal law from a third party agency, Background Investigations/OneCreditSource.com, 1800 Blankenship Rd, Suite 250, West Linn, OR 97068, 800-955-1356. The scope of the report request by COMPANY may include information relating to criminal history, academic achievement, employment history, Social Security Number verification, character, general reputation, personal characteristics, and mode of living. The purpose of the background investigation is to solely determine employment eligibility. If you do not authorize COMPANY to conduct your background investigation, you will not be considered for employment, promotion, position re-assignment or contract. If so, your application may be withdrawn, you may be removed from your position or your contract may be terminated, if applicable.

(MINNESOTA, OKLAHOMA AND CALIFORNIA applicants ONLY) Check the box if you wish to receive a copy of the report requested by COMPANY. If I am a California resident, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, by request by certified mail to have materials sent to me, or by phone, if proper identification is provided. I also understood that I can request trained personnel to explain information to me, including coded information, and that I can be accompanied by a representative.

If the report, in whole or in part, supports making an adverse decision affecting your employment or contract, COMPANY will provide you, before making the adverse decision, a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act and any applicable state laws. If you are ineligible for employment or your background is unacceptable to COMPANY, COMPANY may not hire you or may remove you from your position, assignment or terminate your contract. If this information is retained, it will be kept confidential and separate from your personnel file, if you are hired.

By checking this box and with my signature below, I acknowledge receipt of a copy of the "CONSUMER REPORT FOR EMPLOYMENT PURPOSE DISCLOSURE FORM".

Please complete the form below; Applicant/Team Member Temporary Agency Personnel/Contractor Temp to Hire

Current Name – Last, First, Middle Name	Social Security Number
Other Names You Have Used - Last, First, Middle Name	Date of Birth

Residence Data: Beginning with your current address, list all addresses where you have resided in the last 10 years.

Dates – From/To	Street Address	City, State, Zip

Have you ever been convicted of, participated in a pre-trial program with respect to, or are there any pending charges against you involving a criminal offense?
 Yes No If yes, clarify _____

Acknowledgement and Authorization

I acknowledge receipt of this background investigation authorization, as set forth above, and certify that I have read and understand these disclosures. I authorize COMPANY or its representative to obtain a "consumer report" or "investigative consumer report" as defined under applicable state and federal law or other background information used in connection with COMPANY consideration of me for employment, promotion, position re-assignment or contract. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. To the maximum extent permitted by law, this authorization is valid for all federal, state, county and local agencies and authorities. I understand I have the right to make a written request within a reasonable period of time (not to exceed 30 days) after receipt of this notice for complete and accurate disclosure of information concerning the nature and scope of the investigation. I certify all my answers on this Authorization are true and complete. I understand that the falsification, omission or misrepresentation of fact on this Authorization (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment if hired, regardless of when or how discovered.

Applicant's Signature Driver's License Number/State _____ If under 18 Parent's Signature Date _____

Search requests will not be processed unless a fully executed copy of this form is returned to Background Investigations/OneCreditSource.com
 FAX with search request to: Background Investigations/OneCreditSource.com at 800-955-1361

CONSUMER REPORT FOR EMPLOYMENT PURPOSE

DISCLOSURE FORM

Per Section 604 of the Fair Credit Reporting Act of 1996, this is to inform you that a Consumer Report for Employment Purposes may be obtained.

You are also advised that information from a Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

You are also informed that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, the company will provide you:

- A copy of the Consumer Report for Employment Purposes; and**
- A copy of your rights, in the approved FTC format.**

I have read and understand the above information. I agree by affixing my signature to the accompanying "Background Investigation Authorization" form.

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 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 identify 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 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 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 1-888-567-8688 (888-5OPTOUT).
- **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.

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:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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 Complaints 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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