



13 Guenther Blvd.
St. Peters MO 63376
 636.970.1976

8518 Herrington Ct.
Pevely MO 63070
 636.475.3800

9669 W. State Rt. 161
Fairview Heights IL 62208
 618.233.3278

181 Hollister Pointe Dr.
Hollister MO 65672
 417.690.4733

3020 N. Martin
Springfield MO 65803
 417.879.7000

418 S. Bloomington Street
Lowell AR 72745
 479.725.0077

APPLICATION FOR EMPLOYMENT

In compliance with Federal, State and Local equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, citizenship status, pregnancy, disability, age, uniform service member status, marital status, gender (including sex stereotyping), genetic information, sexual orientation or any other protected category in accordance with applicable law.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Driver's License # _____ State _____ Expires _____

First Phone # _____ Other Phone # _____

Social Security # _____

EMPLOYMENT DESIRED

Position: _____

Date You Can Start _____ Salary Desired _____ / hour

Are you employed now? _____ If yes, may we contact your present employer? _____

Have you ever applied to Arrowhead Building Supply Inc before? _____ If yes, when? _____

EDUCATION

	Name and Address of School	Number of Years Attended	Did You Graduate?	Subjects/Area of Study
High School				
Trade or Business School				
College				

Subjects of Special Study: _____

EMPLOYMENT HISTORY (Start with the last one first)

Dates (Month & Year)	Name and Address of Employer with Phone # and Contact Name	Ending Salary	Position	Reason for Leaving
	Name Address Phone Contact			

BUSINESS REFERENCES (Give the names of three people not related to you, whom you have known at least one year.)

Name	Address	Business	# Years Acquainted

IN CASE OF EMERGENCY NOTIFY:

Full Name _____ Address _____ Phone # _____

“**I certify** that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.”

“**I authorize** investigation of all statements contained herein and the references listed above to give you any and all information concerning the previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

“**I understand and agree** that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

Signature _____ Date _____

CONSUMER REPORT DISCLOSURE & RELEASE (EMPLOYMENT)

DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

RELEASE

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 16981 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit St. Charles Insurance, on behalf of Arrowhead Building Supply, Inc. to obtain a Motor Vehicle Report. St. Charles Insurance is authorized to disclose all information obtained to Arrowhead Building Supply, Inc. for the purpose of making a determination as to my eligibility for employment, promotion or any other lawful purpose.

I hereby release and hold harmless any person, firm or entity that disclosed matters in accordance with this authorization, as well as St. Charles Insurance and Arrowhead Building Supply, Inc. from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report after I have provided proper identification.

This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

By signing below, I certify that I have read and full understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction and that I executed this release voluntarily and with the knowledge that the information being released could affect my employment or eligibility for promotion.

Print Applicant Name

Applicant Signature

Date

DRIVER INFORMATION

Social Security Number

Date of Birth

Driver's License Number

State of License



CourtHouse Concepts

DISCLOSURE AND AUTHORIZATION

In connection with my application for employment, including contract for services or volunteer services or tenancy with (Arrowhead Building Supply, Inc.), I authorize the use of requested Consumer Reports. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: CourtHouse Concepts, 4250 N Venetian Ln., Fayetteville, AR 72703; telephone 877-750-3660. CourtHouse Concepts, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: www.courthouseconcepts.com .

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

Name: First, Middle, Last

Social Security No.

Date of Birth

Other Names Used

Driver's License

State

Residential Address

Applicant's Signature

Date

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 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 website (<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 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 a 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 "Nation") 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 Division of Consumer & Community Affairs Washington, DC 20552 * 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 re 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