

Application for Employment



Burns & McBride, Inc.
 18 Boulden Circle, Suite 30
 New Castle, DE 19720
1-302-656-5110
1-302-656-7560 (FAX)

Applying for:

- Customer Service
- Administrative/Sales
- HVAC
- Oil Delivery
- Waste & Recycling Services
- Home Security
- Other _____

General Information

Please print thoroughly in ink. Incomplete applications will not be processed.

Name: Last _____ First _____ Middle _____

Former Name: _____ Social Security #: _____ - _____ - _____ Birth Date: ____/____/____

Home Phone: (_____) _____ - _____ Contact Phone (_____) _____ - _____

Current Address: _____ City _____ State _____ Zip _____

How long at this address? _____ Past address if less than five years at present address: _____

Past Address: _____ How long at this address? _____

Have you ever been convicted of/or have a pending felony? Yes No If yes, when? _____

Have you ever been convicted of/or have a pending DWI/DUI? Yes No If yes, when? _____

Have you ever tested positive on alcohol/controlled substance test? Yes No If yes, when? _____

Are you authorized to work in the United States? Yes No

Have you ever worked / applied for work at Burns & McBride, Inc. ? If yes, when? _____

How did you hear about Burns & McBride, Inc.? _____ Driver: Yes No Referral: _____

Employment History & Experience

A complete record of employment for the past ten years is necessary for your application to be processed. Please list your present employer first. All periods of time must be accounted for during this ten-year period, including military service, self-employment and periods of unemployment. Provide **complete address** and **phone numbers**, including area codes and zip codes.

DATE AVAILABLE FOR WORK: _____

EXPERIENCE — Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? Yes No

a. **Job Title** _____ **Duties:** _____
 Employer _____
 Address _____

 _____ Phone _____
 Type of business _____
 Immediate supervisor _____
 Title _____ Number and titles of employees you supervised _____
 Salary (start) _____ (finish) _____ Equipment used _____

Accident record for the past 3 years or more (Attach sheet if more space is needed) if none, write none.

Dates		Nature of Accident (Head-on, rear-end, roll-over, etc.)	Fatalities	Injuries	Haz-Mat Spill
Last Accident					
Next Previous					
Next Previous					

Traffic convictions and forfeitures for the past 3 years (other than parking violations) if none, write none.
(Attach additional sheet if necessary)

Location	Date	Charge	Penalty

Driving Experience - Drivers

Class of Equipment			Circle Type of Equipment (Circle all that apply)	Dates From (M/Y) To (M/Y)		Approx # of Miles (Total)
Straight Truck	Yes	No	Rear-loader, Roll-off, Front-loader, Tank, Dump, Box, Flat, Reefer, Other:			
	Yes	No	Rear-loader, Roll-off, Front-loader, Tank, Dump, Box, Flat, Reefer, Other:			
Tractor & Semi- Trailer	Yes	No	Roll-off, Tank, Dump, Box, Flat, Reefer, Other:			
	Other:		Type:			

List States operated in for last 5 years: _____

List special courses or training that you have attended that will help you as a driver: _____

Do you hold any safe driving awards? If so, from whom? _____

Experience and Qualifications – Other

List any trucking or special experience that may help in your employ with this company: _____

List any other training you have taken not already listed: _____

List any special equipment you have operated (other than those listed above): _____

THIS FORM MUST BE RETURNED WITH YOUR APPLICATION IN ORDER FOR IT TO BE PROCESSED!!

AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I, _____
LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Work"), **Burns & McBride, Inc.** will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **Burns & McBride, Inc.** **Burns & McBride, Inc.** uses **AbsoluteHire**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

AbsoluteHire will utilize various sources of information it deems appropriate including but not limited to: criminal conviction records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **Burns & McBride, Inc.**, and **AbsoluteHire**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Work from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **Burns & McBride, Inc.** if Work is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **Burns & McBride, Inc.** I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **AbsoluteHire**, 3009 Douglas Blvd., 3rd Floor, Roseville, CA 95661. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.

Signed: _____ Today's Date: _____

Name as it appears on your driver's license: _____ Position Applied For: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State: _____

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Mo./Yr. / Mo./Yr

Current Address: _____
Street Apt.# City State Zip Code From / To?

Former Address: _____
Street Apt.# City State Zip Code From / To?

Former Address: _____
Street Apt.# City State Zip Code From / To?

Former Address: _____

Please submit a photocopy of your current driver's license.

Driver Application Questions

_____ NAME

1. Do you currently have a valid CDL? YES NO
2. Have you had more than 3 moving violations within the last 2 years? YES NO
3. Has your license ever been denied, revoked or suspended? YES NO
4. Have you been convicted of a DUI within the last 5 years? YES NO
5. Have you refused or tested positive on **any** employment drug or alcohol test within the last 2 years?
 YES NO
6. Have you ever been convicted of Manslaughter resulting from the operation of a motor vehicle?
 YES NO
7. Have you ever been convicted of a "Hit and Run" accident resulting in injury, death or property damage?
 YES NO
8. Do you have a valid DOT Medical Card? YES NO
9. If not, are you able to pass a DOT physical? YES NO
10. Are you able to lift 75lbs on a regular basis? YES NO
11. Do you understand that any false, misleading, or incomplete information may disqualify you from further consideration and may lead to termination if hired?
 YES NO

Office Use Only

Application Complete YES NO
MVR Run YES NO

Below is a summary of your rights under the Fair Credit Reporting Act.

Please read sign this document at the bottom of the last page.

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.

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 1-888-5-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.

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 members 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
Saving associations and federally chartered saving 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