



AVAIL STAFFING

SKILLED WORKFORCE SOLUTIONS



Applicant Name: _____

Date Applied: _____

Position Applying For: _____

Employment Application

Please return, completed, with an up to date resume.

RELEASE OF INFORMATION

PLEASE READ THE FOLLOWING INFORMATION

Avail Staffing is an Equal Opportunity Employer.

Avail Staffing does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job-related factors.

Applicants must be a U.S. Citizen.

To prove citizenship, you must provide **THREE** of the documents listed below. These **MUST** be the original documents and **NOT** a photo copy, picture, etc.:

- ✓ *NON-Expired State ID or Driver's License*
- ✓ *Social Security Card*
- ✓ *Birth Certificate, USA Passport or Naturalization Papers (Green Cards and Contractor Badges are NOT legal proof of US Citizenship and will not be accepted.)*

All Job applicants and existing employees will be subject to a drug screen prior to employment and may be asked to submit to various background checks. For some positions, background screening is required by federal or state law based on job-related factors. The background screening information will be provided with this application as well as what is included in the backgrounds.

BY SIGNING THIS DOCUMENT YOU GIVE AVAIL STAFFING THE FOLLOWING AUTHORIZATIONS/PERMISSIONS:

- 1) *Permission to run preliminary background information based on the job opening and customer requirements and authorizes Avail Staffing to release information required by the customer for employment.*
- 2) *Agree that the company shall not be liable in any respect if employment is terminated because of falsity of statements, answers or omissions made by the applicant in this questionnaire/application.*
- 3) *You understand that there are NO exceptions on these stipulations and you have read and fully understand the above information.*

SIGNATURE: _____ **DATE:** _____

BASIC INFORMATION

Full Name: _____
First Middle Last Suffix

Address: _____
City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Can we contact you via Text Message? Yes No

E-Mail Address: _____

Emergency Contact Name: _____ Phone: _____

How did you hear about us? Job Board Website Other: _____

Referral: _____

Please provide Referral's Name

Do you currently hold a DBIDS Badge? Yes No
If NOT can you obtain this credential? Yes No
(We require a copy if you have the badge in hand)

Do you currently hold a non-expired OSHA 7615 Maritime Training card? Yes No
(Please provide a copy for proof of training)

Do you have your own transportation? Yes No

Preferred Job Position: _____ Years Exp.: _____

Secondary Job Position: _____ Years Exp.: _____

(INFORMATION PROVIDED WILL NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT)

Have you ever been convicted of a Felony? Yes No

If yes, please explain and provide a date of conviction(s): _____

Sex: Male Female Race: _____ US Citizen? Yes No

Date of Birth: _____ (M/D/Y) City/State of Birth? _____

Social Security Number: _____ - _____ - _____

BACKGROUND DISCLOSURE

We (AVAIL STAFFING) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. We may request information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning past activities relating to any given information. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination information. The reports will include information about your character, general reputation, personal characteristics, and mode of living, work habits, job performance and experience from past employers.

To prepare the reports, we may investigate your education, employment history, criminal history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

We will obtain these reports through various consumer reporting agency(s) depending on customers and contracts. Please see below a list of each screening company along with contact information.

Backgroundchecks.com
("BGC")
P.O. Box 353
Chapin, SC 29036
Phone: 866-265-6602
Website:

www.backgroundchecks.com

Insight Investigations, Inc.
("Insight")
P.O. Box 891571
Temecula, CA 92589
Phone: 800-615-8111

DiligentCheck, Inc. ("Diligent")
P.O. Box 60578
Palm Bay, FL 32906
Phone: 321-220-0678

You may obtain a copy of any report(s) that we are provided by the screening companies provide and files about you (in person, by mail, or by phone) by providing identification to the particular screening company(s). If you do, the screening company(s) will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification. If the screening company(s) obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is attached to this authorization. If you are a New York applicant, a copy of New York's law on the use of criminal records is attached.

BACKGROUND AUTHORIZATION

By signing below, you authorize: (a) backgroundchecks.com ("BGC") /Insight Investigations, Inc. ("Insight")/Diligent Check Inc. ("Diligent") to request information about you from any public or private information source; (b) anyone to provide information about you to BGC/Insight/Diligent; (c) BGC/Insight/Diligent to provide us (AVAIL STAFFING) one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment.

You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

You acknowledge receipt of The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is attached to this authorization.

You authorize, without reservation, any party, institution, or agency contacted by any of the listed screening companies to furnish the information to AVAIL STAFFING CO, INC.

Please sign below to acknowledge your receipt of this disclosure.

Printed Name

Date

Signature

PERSONAL INFORMATION

Please print the information requested below to identify yourself.

Printed Name:

First Middle (none) Last

Other names used:

Current and former addresses:

from Mo/Yr current to Mo/Yr Street City, State & Zip

from Mo/Yr to Mo/Yr Street City, State & Zip

from Mo/Yr to Mo/Yr Street City, State & Zip

Some government agencies and other information sources require the following information when checking for records. BGC/Insight/Diligent will not use it for any other purposes.

Date of birth

Social security number

Driver's license number & state

Name as it appears on license

Identification Card number & State

Name as it appears on ID

E-Mail Address:

EDUCATION VERIFICATION

Highest Level of Education/High School/College

Name Used while Attending:

First Middle Last

Full School Name:

City: _____ State: _____

Did you Graduate Yes No

Highest Level Achieved:

High School Graduate College Graduate
 Post Graduate Freshman
 Sophomore Junior

Senior

Not Applicable

Degree Received: _____ (GED, Diploma, Bachelors, N/A, None)

Attendance Dates: (Optional)

From: ____/____/____ To: ____/____/____

If an End date is provided a start date needs to be also – Month and Year

PAST EMPLOYMENT

Must provide at LEAST Three (3) years starting with most recent employment

*All questions with an (**) must be completed*

Employment History

May We Contact: Yes No

****Full Company Name:** _____

Address: _____

City	State	Zip
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****Employer Phone:** _____ **Employer Fax:** _____

Position Held: _____ **Salary/Wages:** \$_____ Per: _____

(Week/Month/Year)

****Supervisor:** Name: _____ Title: _____

Employer E-Mail: _____

Employment Dates: From: _____ To: _____

Month – Year

Month - Year

Reason For Leaving (Optional): _____

Additional Notes: (Optional): _____

Employment History

May We Contact: Yes No

**Full Company Name: _____

Address: _____

City State Zip

**Employer Phone: _____ Employer Fax: _____

Position Held: _____ Salary/Wages: \$ _____ Per: _____
(Week/Month/Year)

**Supervisor: Name: _____ Title: _____

Employer E-Mail: _____

Employment Dates: From: _____ To: _____
Month - Year Month - Year

Reason For Leaving (Optional): _____

Additional Notes: (Optional): _____

Employment History

May We Contact: Yes No

**Full Company Name: _____

Address: _____

City State Zip

**Employer Phone: _____ Employer Fax: _____

Position Held: _____ **Salary/Wages:** \$ _____ Per: _____
(Week/Month/Year)

****Supervisor:** Name: _____ Title: _____

Employer E-Mail: _____

Employment Dates: From: _____ To: _____
Month – Year Month - Year

Reason For Leaving (Optional): _____

Additional Notes: (Optional): _____

Employment History

May We Contact: Yes No

****Full Company Name:** _____

Address: _____

City State Zip

****Employer Phone:** _____ **Employer Fax:** _____

Position Held: _____ **Salary/Wages:** \$ _____ Per: _____
(Week/Month/Year)

****Supervisor:** Name: _____ Title: _____

Employer E-Mail: _____

Employment Dates: From: _____ To: _____
Month – Year Month - Year

Reason For Leaving (Optional): _____

Additional Notes: (Optional): _____

Report Copy: *Minnesota and Oklahoma applicants will receive a copy directly from Insight. California applicants may receive a copy from either the prospective employer or Insight.*

If you are applying for a job or live in California, Minnesota, or Oklahoma, you may request a copy of the report by checking this box:

Current Employer: *Check this box if you do not want your current employer to be contacted.*

Notice to California Applicants:

Under Section 1786.22 of the California Civil Code, you have the right to request from Insight, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which Insight has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Insight during normal business hours. You may also obtain a copy of this file upon submitting proper identification. Upon making a request you may receive a copy of your report via mail.

Under Section 1786.16(a)(2)(B)(vi) of the California Civil Code, you are notified that Insight privacy practices can be found at <http://www.insightscreening.com/privacy.htm>.

Under Section 1785.20.5 of the California Civil Code and Section 1024.5 of the California Labor Code, you are notified that a credit report may be ordered if you are applying for a position involving access to confidential or proprietary information.

Notice to New York Applicants:

Under Article 25 Section 380-g of the New York General Business Law, should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, an printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ **Date:** _____

Print Name: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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.
- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW

	Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

ADDITIONAL INFORMATION ABOUT THE FAIR CREDIT REPORTING ACT

The Summary of Your Rights provided above does not reflect certain amendments contained in the Consumer Reporting Employment Clarification Act of 1998. The following additional information may be important for you:

- Records of convictions of crimes can be reported regardless of when they occurred.
- If you apply for a job that is covered by the Department of Transportation’s authority to establish qualifications and the maximum hours for that job and you apply by mail, telephone, computer, or other similar means, your consent to a consumer report may validly be obtained orally, in writing, or electronically. If an adverse action is taken against you because of a consumer report for which you gave your consent over the telephone, computer, or similar means, you may be informed of the adverse action and the name, address and phone number of the consumer reporting agency, orally, in writing, or electronically.

ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY

CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

Section 751. Applicability.

Section 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

Section 753. Factors to be considered concerning a previous criminal conviction; presumption.

Section 754. Written statement upon denial of license or employment.

Section 755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.