

Referral

Source(s): State Employment Agency /WorkSource Walk-In Friend: Relative: Online Job Post: Indeed / Craigslist Other: Truck Back

APPLICANT INFORMATION					
LAST NAME		FIRST NAME		M.I.	SOCIAL SECURITY NUMBER -Optional
STREET ADDRESS		APT NO.	CITY		STATE ZIP CODE
COUNTY	CONTACT PHONE # - Primary	OTHER PHONE #		EMAIL ADDRESS	
POSITION APPLYING FOR		SALARY EXPECTATION		DATE AVAILABLE TO START	
		\$	PER		
If driving is part of the position above, do you have any auto accidents last 2 years?				<input type="radio"/> YES	<input type="radio"/> NO
Are you legally eligible to work in the United States?				<input type="radio"/> YES	<input type="radio"/> NO
Are you at least 18 years of age?				<input type="radio"/> YES	<input type="radio"/> NO
Have you ever worked for Prime Window Systems and/or Atrium?				<input type="radio"/> YES	<input type="radio"/> NO
<i>If YES, provide employment dates/ location:</i>					
Do you have any relatives currently employed by Prime Window Systems?				<input type="radio"/> YES	<input type="radio"/> NO
<i>If YES, provide relative's name & employment location:</i>					
Prime Window Systems is a Drug Free Workplace with Zero tolerance and requires Pre-Employment Drug Testing.					
Do you consent to Pre-Employment Drug Testing?				<input type="radio"/> YES	<input type="radio"/> NO

EDUCATION					
EDUCATION	SCHOOL NAME	LOCATION (City, State)	DEGREE		MAJOR
HIGH SCHOOL			Grad?	<input type="radio"/> YES <input type="radio"/> NO	
COLLEGE			Grad?	<input type="radio"/> YES <input type="radio"/> NO	
GRADUATE			Grad?	<input type="radio"/> YES <input type="radio"/> NO	
OTHER			Grad?	<input type="radio"/> YES <input type="radio"/> NO	

SKILLS - List your top 3 job skills that apply to this job, and indicate skill level for each.

Examples: Customer Service, Manufacturing, Forklift, Construction, Shipping, Computer Software, Management, etc.

1		<input type="checkbox"/> 1-Beginner	<input type="checkbox"/> 3-Advanced
		<input type="checkbox"/> 2-Average	<input type="checkbox"/> 4-Expert
2		<input type="checkbox"/> 1-Beginner	<input type="checkbox"/> 3-Advanced
		<input type="checkbox"/> 2-Average	<input type="checkbox"/> 4-Expert
3		<input type="checkbox"/> 1-Beginner	<input type="checkbox"/> 3-Advanced
		<input type="checkbox"/> 2-Average	<input type="checkbox"/> 4-Expert

EMPLOYMENT HISTORY (start with current or most recent job)

START / END DATES	EMPLOYER		POSITION TITLE	ENDING SALARY	REASON(S) FOR LEAVING
Start Date (Mo / Yr)	Co. Name:				
	Location:				
End Date (Mo / Yr)	Phone:				
Start Date (Mo / Yr)	Co. Name:				
	Location:				
End Date (Mo / Yr)	Phone:				
Start Date (Mo / Yr)	Co. Name:				
	Location:				
End Date (Mo / Yr)	Phone:				
Start Date (Mo / Yr)	Co. Name:				
	Location:				
End Date (Mo / Yr)	Phone:				
Start Date (Mo / Yr)	Co. Name:				
	Location:				
End Date (Mo / Yr)	Phone:				

REFERENCES (Professional Only)

NAME	PHONE	COMPANY / OCCUPATION	HOW LONG ACQUAINTED?

Thank you for your interest in employment with Prime Window Systems, LLC. Please be assured that your application for employment will be based only on your merit and no other consideration. We comply with all federal and state laws prohibiting discrimination in employment and we are an Equal Opportunity Employer.

I certify that the information contained in this application is true and correct to the best of my knowledge and understand that any falsification, misrepresentation or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I authorize investigation of all statements contained in my application for employment, including but not limited to a background investigation of past employment, education, criminal history, and public records as well as a consumer credit report review, in compliance with the Fair Credit Reporting Act. I certify that I have read the provided summary of my rights under the Fair Credit Reporting Act (FCRA).

I understand that, if employed, my employment is "AT WILL" for an indefinite term and can be terminated, with or without notice at any time, at the option of either the company or myself. I further understand that no representative of Prime Window Systems other than the Chief Executive Officer of the company has any authority to enter into any agreement for employment for any special period of time, or to make any agreements contrary to the foregoing.

I consent to pre-employment and/or random drug screening, which may be necessary as a condition of my initial and/or continued employment.

This application shall be retained for a period of six (6) weeks from the date of completion, and if I wish consideration after that time, it will be my responsibility to renew this application. I understand that this application is not valid without my written or electronic signature below.

Applicant Signature: _____

Date Signed: _____

A Summary of Your Rights under the Fair Credit Reporting Act (FCRA)

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 NW, Washington, DC 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 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, as of 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.
- **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:

Consumer reporting agencies, creditors and others not listed below

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

State-chartered banks that are not members of the Federal Reserve System Aeronautics Board or Interstate

Air, surface, or rail common carriers regulated by former Civil Commerce Commission Activities subject to the Packers and Stockyards Act, 1921

CONTACT:

Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC. 20580 1-877-382-4357

Office of the Comptroller of the Currency Compliance Management,
Mail Stop 6-6 Washington, DC. 20219 800-613-6743

Federal Reserve Board - Division of Consumer & Community Affairs
Washington, DC. 20551 202-452-3693

Office of Thrift Supervision - Consumer Complaints
Washington, DC 20552 800-842-6929

National Credit Union Administration
1775 Duke Street - Alexandria, VA 22314 703-519-4600

Federal Deposit Insurance Corporation - Consumer Response Center,
2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342

Department of Transportation, Office of Financial Management
Washington, DC 20590 202-366-1306

Department of Agriculture - Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051