

# EXTERNAL APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

## PERSONAL DATA

FULL NAME-LAST	FIRST	MIDDLE
PRESENT ADDRESS-STREET	CITY	STATE
	ZIP	HOME TELEPHONE (      )
E-MAIL ADDRESS		CELL PHONE (      )
ARE YOU AUTHORIZED TO WORK LAWFULLY IN THE UNITED STATES FOR ITS, INC..? <input type="checkbox"/> YES <input type="checkbox"/> NO		

WILL YOU NOW OR IN THE FUTURE REQUIRE ITS, INC. TO COMMENCE ("SPONSOR") AN IMMIGRATION CASE IN ORDER TO EMPLOY YOU (FOR EXAMPLE, H-1B OR OTHER EMPLOYMENT-BASED IMMIGRATION CASE)? THIS IS SOMETIMES CALLED "SPONSORSHIP" FOR AN EMPLOYMENT-BASED VISA STATUS.  YES  NO

\*Upon receipt of a conditional offer of employment, you must be able to submit verification of your legal right to work in the United States and your social security number.

## GENERAL INFORMATION

POSITION APPLYING FOR	SALARY REQUIREMENTS	DATE AVAILABLE
WORK STATUS DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> PERIODIC If part time, hours available _____	WORK SCHEDULE DESIRED <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> WEEKEND <input type="checkbox"/> ROTATING	HAVE YOU EVER INTERVIEWED HERE BEFORE? IF YES, WHEN AND FOR WHAT POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO
WERE YOU EVER PREVIOUSLY EMPLOYED HERE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN AND IN WHAT POSITION?	REFERRAL SOURCE <input type="checkbox"/> SHAZAM WEB SITE <input type="checkbox"/> COLLEGE <input type="checkbox"/> RECRUITER <input type="checkbox"/> RELATIVE <input type="checkbox"/> EMPLOYEE REFERRAL <input type="checkbox"/> FRIEND <input type="checkbox"/> INTERNET <input type="checkbox"/> CAREERBUILDER <input type="checkbox"/> INDEED <input type="checkbox"/> LINKEDIN <input type="checkbox"/> OTHER _____	
NAMES OF FRIENDS OR RELATIVES IN OUR EMPLOY		

HAVE YOU EVER BEEN DISCIPLINED OR TERMINATED RELATING TO CONDUCT OR PRACTICES INVOLVING FOR ANY ASPECT OF ANY KIND OF HARASSMENT, INCLUDING BUT NOT LIMITED TO SEXUAL HARASSMENT, VIOLENCE IN THE WORKPLACE, OR BRINGING WEAPONS TO THE WORKPLACE?

YES  NO IF YES, EXPLAIN:

HAVE YOU SIGNED AND ARE CURRENTLY UNDER THE PROVISIONS OF A RESTRICTIVE COVENANT SUCH AS A NON-COMPETE, CONFIDENTIALITY, NON-SOLICITATION, NON-INTERFERENCE, OR OTHER AGREEMENT?

YES  NO IF YES, PLEASE EXPLAIN THE NATURE AND SCOPE OF THE NON-COMPETE AGREEMENT:

IF HIRED, DO YOU EXPECT TO HAVE ADDITIONAL JOBS ELSEWHERE?

YES  NO IF YES, PLEASE PROVIDE NAME OF EMPLOYER AND TYPE OF WORK (FOR CONFLICT OF INTEREST REVIEW PURPOSES):

## EDUCATION

	NAME AND LOCATION	MAJOR FIELD	DID YOU GRADUATE?	TYPE OF DEGREE	NUMBER OF YEARS ATTENDED (circle one)	GRADE AVERAGE
HIGH SCHOOL					1 2 3 4	
COLLEGE					1 2 3 4	
GRADUATE SCHOOL					1 2 3 4	

Note: All degrees listed above may require written verification prior to employment.

OTHER SCHOOLS, LICENCES & CERTIFICATIONS

**WORK HISTORY** (Beginning with current employer, list your complete work history for either the last ten years or last four positions, whichever is greater. Please attach additional pages if necessary.)

<b>EMPLOYER</b>	<b>DATES</b> From (mo/yr): To (mo/yr):	<b>NAME EMPLOYED UNDER</b>
ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP	<b>SCHEDULED SHIFT / HOURS</b>	<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
IMMEDIATE SUPERVISOR		<b>REASON FOR LEAVING</b> _____ _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>EMPLOYER</b>		<b>NAME EMPLOYED UNDER</b>
ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
IMMEDIATE SUPERVISOR		<b>REASON FOR LEAVING</b> _____ _____
<b>EMPLOYER</b>	<b>DATES</b> From (mo/yr): To (mo/yr):	<b>NAME EMPLOYED UNDER</b>
ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
IMMEDIATE SUPERVISOR		<b>REASON FOR LEAVING</b> _____ _____
<b>EMPLOYER</b>	<b>DATES</b> From (mo/yr): To (mo/yr):	<b>NAME EMPLOYED UNDER</b>
ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
IMMEDIATE SUPERVISOR		<b>REASON FOR LEAVING</b> _____ _____

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CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
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ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
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CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
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ADDRESS		<b>POSITION TITLE</b>
CITY, STATE, AND ZIP		<b>DUTIES</b> _____ _____ _____
PHONE NUMBER		
IMMEDIATE SUPERVISOR		<b>REASON FOR LEAVING</b> _____ _____

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**PROFESSIONAL REFERENCES**

Please provide at least two previous direct supervisors and two co-worker references. If applying for a supervisor role, please provide at least two subordinate references.

NAME	RELATIONSHIP	TITLE	COMPANY NAME (Where you worked together)	CURRENT TELEPHONE

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that answers given herein and given during the application and recruiting process are true and complete to the best of my knowledge. I understand that any error, omission, misrepresentation, or false information provided on the application, or during the application and recruiting process, may disqualify me from consideration for employment, or if discovered after employment may be grounds for disciplinary action including termination.

I authorize the references listed in this application, including personal and employment references, to provide you with all information pertinent to this application and I release all parties from liability for any damages that may result from the release of any information as a part of the employment verification process. I authorize the Company or its representatives to obtain consumer reports or investigative consumer reports in connection with my application for employment, or at any time during the course of my employment with the Company, if any.

I authorize the Company or its representatives to obtain a consumer report to conduct a check with any consumer reporting agency for employment evaluation only. I understand that upon receipt of a conditional offer of employment, I must provide my social security number and birth date for the consumer report request.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the Company unless made in writing by a company officer. I understand, also, that I am required to abide by all rules and regulations of the Company, and that, if employed; my employment is at will and that I have the right to terminate my employment at any time for any reason and that the company retains the same right.

I understand and agree that in accordance with Federal Law, I must provide proof of identity and proof of eligibility to work in this country upon the event of employment.

I understand as part of the interview process, I may be assigned to a designated employee workstation to observe functions of the positions applied for. This activity may allow me exposure to confidential consumer information and/or proprietary information concerning the systems and processes of our network. By signing this application, I agree that if I am assigned to a designated employee work station to observe functions of the position applied for, I will not use any cell phones, cameras, and recording devices or take notes of any kind. I also agree any confidential or proprietary information revealed or learned during the interview process must be maintained in the strictest confidence by me and not disclosed to any other person not an employee of ITS, Inc. Breach of this obligation may result in legal recourse by ITS, Inc. or any other third party damaged by unauthorized disclosure of such information.

**SIGNATURE OF APPLICANT****DATE**

Disclosure Regarding Background Investigation  
Fair Credit Reporting Act

The hiring company may obtain information about you from a third party consumer reporting agency (IRC) for employment purposes. Thus you may be the subject of a "consumer report" and/or an investigative consumer report, a which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, motor vehicle records, verification of your education or employment history, or other background checks.

You have the right, upon written request made within reasonable time, to request whether a consumer report has been obtained on you, and disclosure of the nature and scope of any investigative consumer report to request a copy of your report. The background investigation will be conducted by, **IRC, Inc., 20675 Western Ave Suite 200, Torrance, CA 90501**, Mailing Address: **PO Box 3345 Torrance CA 90510** Phone: **(866) 781-8160**.

**Authorization and Release**

I acknowledge receipt of the separate documents entitled Disclosure Regarding Background Investigation and a Summary of Your Rights Under the Fair Credit Reporting Act and certify that I have read and understand those documents. I hereby authorize IRC, Inc. and its designated agents (Compass Driving, TransUnion, National Student Clearinghouse, TALX) and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: names and dates of previous/current employment, work experience, criminal history records (from local, state, federal, international and other law enforcement agencies' records), motor vehicle records, military records, educational verification, license verification, credit reports, civil cases and any sanction lists,

Upon Request, **IRC, Inc., 20675 Western Ave Suite 200, Torrance, CA 90510**, Mailing Address: **PO Box 3345 Torrance CA 90510** Phone: **(866) 781-8160**, will supply a copy of the completed consumer report along with a copy of an individual's rights under the Fair Credit Reporting Act.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I authorize the full release of the information described above, without any reservation, throughout any duration of my employment with the hiring company. I certify that all information provided below and on my resume is correct to the best of my knowledge. Any false statements provided in this form and my resume will be considered just cause for the termination of employment at any time. This authorization and consent shall be valid in original, fax, or copy form. The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

List all Other Names Used: \_\_\_\_\_

## 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](http://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](http://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](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

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- **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](http://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 1-888-5-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.consumerfinance.gov/learnmore](http://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:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>



6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Lank 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 <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

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## CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- You may request a security freeze by contacting by calling the following toll-free telephone number(s):

TransUnion: 888-909-8872

Experian: 888-397-3742

Equifax: 800-685-1111 (NY residents please call 1-800-349-9960)

TransUnion, Experian and Equifax can also be reached at the following addresses:

TransUnion LLC

P.O. Box 2000

Chester, PA 19016

<https://freeze.transunion.com>

Experian Security Freeze

P.O. Box 9554

Allen, TX 75013

[www.experian.com/freeze](http://www.experian.com/freeze)

Equifax Security Freeze

P.O. Box 105788

Atlanta, GA 30348

<https://www.freeze.equifax.com>

A fee may be charged for providing this service.