

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

POSITION REQUESTED: _____ **DATE:** _____

Name: _____

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

Telephone Number: (Home) _____ (Cell) _____ (Other) _____

Please Note:

This application form was designed for use by applicants for various positions: clerical, professional, technical and administrative. Answer the questions to the best of your ability. All information will be treated confidentially. The issuance of this application in no way constitutes an employment agreement. This application and the contents of the application is not to be considered a contract for employment or promise of employment for any specific time and, where applicable, does not change, alter or otherwise revise the at-will employment status of the Employer.

In completing this application, all candidates agree to resolve all disputes regarding this application for employment through the Company's Dispute Resolution Program.

Failure to complete this application in its entirety may lead to rejection of the application by the Company. If the information supplied by the applicant is found to be false or misleading, the Company reserves the right to terminate the application process or the employee should you be hired.

EDUCATION	Print Name and Address for each School Listing	Number of Years Completed	Degree, Major or Type of Course
College			
Graduate School			
Trade, Business, Correspondence			
Other			

EMPLOYMENT HISTORY PLEASE PROVIDE A FIVE (5) YEAR HISTORY. LIST YOUR MOST RECENT FIRST.

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ Dated: _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ Dated: _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

Employer Name: _____ Dates: From: _____ To: _____
(mo/yr) (mo/yr)

Employer Address: _____

Supervisor Name: _____ Phone Number: _____

May we contact this employer? Salary: Start: _____ End: _____
(hr/mo/yr) (hr/mo/yr)

Your Job Title: _____ Duties: _____

Reason for Leaving: _____

Job Verification Completed By: _____ Dated: _____

Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)

GENERAL INFORMATION

Are you legally authorized to work in the United States?

Are you below the age of eighteen?

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations?

Please describe any accommodations required?

Have you ever been convicted of a criminal offense?

If yes: Date: _____ Place: _____

Nature: _____

Are you currently under indictment or awaiting trial for a criminal offense?

(An affirmative answer will not automatically disqualify you from being considered for employment)

Have you previously applied for employment here? When? _____

Have you previously been employed by this company or any of its subsidiaries?

If yes, When? _____ Company Name: _____

APPLICANT STATEMENT

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature: _____ **Dated:** _____

Printed Name: _____

Pre-Employment Screening Acknowledgement

Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) allows individuals and institutions with a true business need to gain access to the credit, criminal and employment histories of other individuals, with the individual's permission.

By signing this release I, _____, hereby give permission to the Company to:

- Investigate my credit history through contact of credit bureaus at any time.
- Question my employment and personal references regarding my history.
- Investigate my background to include Criminal, Civil and Sex Offender History.
- Investigate my driving record utilizing a Motor Vehicle Record.
- Require drug testing before employment.

I understand that should one or more of the above reports result in an adverse employment decision by the Company, I will receive a copy of the report. As outlined by the Fair Credit Reporting Act, you must be notified if information obtained about you through a credit reporting agency is used in making an adverse employment decision.

Should you require additional information concerning the nature of this investigation please contact the Company and you will receive a response from the Company within five days of receipt of your request. In addition, the Company will provide you with a copy of "A Summary of Your Rights under the Fair Credit Reporting Act".

Drug Free Workplace Policy

Our Company believes in a Drug Free Workplace environment. You may be subject to participate in a pre-employment drug screening test. The results of this test will determine whether or not employment will occur. If you are employed with our Company, you must adhere to our drug policy.

Employment Records Release

Should I become employed by this Company, I authorize this Company to release any of my employment records requested by other companies with which I wish to be considered for employment in the future. My desire to be considered for employment with another company in the future will be evidenced by a release form from that company. I agree to release this Company from liability for any action or consequences of such disclosure. Furthermore, I acknowledge and approve that any company that I have listed as a previous employer may release information about my previous employment history with them to this entity.

Print Name:		Position:	
Date of Birth:		Social Security Number:	
Driver License Number:		State of Issue:	
Have you held a driver license in another state in the past 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?
Office Use:	Will Company issue a vehicle for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is driver under age 25? <input type="checkbox"/> Yes <input type="checkbox"/> No

I have read and understood the above, and I sign this release voluntarily, without coercion or duress from any individual or party.

Applicant Signature _____

Date _____

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 that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, 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 information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.
- **You can find out what is in your file.** At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identity theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.
- **You have a right to know your credit score.** Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.
- **You can dispute inaccurate information with the consumer reporting agency.** If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.
- **Inaccurate information must be corrected or deleted.** A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.
- **Outdated negative information may not be reported.** 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 as determined 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.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.
- **You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers.** These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future. You may opt-out at the major credit bureaus by calling **1-888-567-8688**.
- **You may seek damages from violators.** If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights.

Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file "active duty" alerts to help prevent identity theft. For more information, visit <http://www.ftc.gov/credit>.

Physical Examination Consent Form for Applicants
DoorKing of Texas, LTD

I, _____, a prospective employee of DoorKing of Texas, LTD understand that I am required to undergo a physical examination to determine my fitness for the job duties, due to the nature of the job. In order to create and maintain a safe work environment, I hereby give my consent for DoorKing of Texas, LTD to conduct the physical examinations it considers necessary as outlined in its "Physical Examination" policy. I fully understand that this exam is a condition for employment.

I authorize the laboratory or medical personnel to release the results to the Company for whatever use the Company deems appropriate. Further, I release the laboratory or medical personnel conducting the exam, the Company, and the Company's employees, directors, officers, and successors from any liabilities, claims, and causes of action, known or unknown, contingent or fixed, that may result from this physical examination. I agree not to file any lawsuit or other action to assert a claim.

I have read and understood this agreement, and I sign this without any coercion or duress by any individual or institution.

Print Name

Signature

Date

Applicant Reference Release

I hereby authorize DoorKing of Texas, LTD ("the Company") to contact any company, person, or educational institution I listed as a reference on my employment application. I hereby allow any company, person, or educational institute I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, descriptions of jobs performed, salary and wage rates and personal attributes.

I agree to release and discharge DoorKing of Texas, LTD and DoorKing of Texas, LTD successors, employees, officers, and directors as well as any company, person or educational institution I have listed as a reference for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, for providing or receiving any information regarding my qualifications for employment. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

Print Name

Signature

Date

**Employee Driving Record Information
Request for Check of Driving Record
Release Form**

In association with my employment, I hereby authorize DoorKing of Texas, LTD and their agents to make inquiries, either by written, telephone, in person or electronic communication to my driving record (also known as my MVR) and all pertinent public records. I, hereby authorize all persons who may have any information that is relevant to this investigation/verification to disclose or release said information. I further release from any and all liability all individuals, entities, or any other agencies releasing such information.

I further release DoorKing of Texas, LTD and its agents from any and all liability and responsibility, damages and or claims of any kind whatsoever, arising from the disclosure of my driving record. I specifically waive any confidentiality relationship of privacy position which may exist between DoorKing of Texas, LTD, and myself, and their agents, and hold harmless DoorKing of Texas, LTD from any and all responsibility and liability which may arise as a result of this release and disclosure. I understand that DoorKing of Texas, LTD may take adverse action affecting my employment, based on information in my driving record.

I acknowledge my rights as follows:

I have the right to receive a copy of the driving record upon which the adverse action was taken. DoorKing of Texas, LTD and its agents are released from any and all liability which may result from this adverse action.

Signature _____
Date

Last Name: _____ First Name: _____

Drivers License #: _____ State: _____

Expiration: _____ Current Address: _____

City, State, Zip: _____

Previous Address: _____

City, State, Zip: _____

Phone Number: _____

Background Checks

The Company recognizes the importance of maintaining a safe workplace with Employees who are honest, trustworthy, qualified, nonviolent and do not present a risk of serious harm to their coworkers or others. For the benefit of all employees and the Company, in furthering these interests and enforcing the policies, the Company may perform applicant background checks and Employee investigations. These background checks and investigations may be performed by us in whole or in part, at the Company's discretion.

The Company's applicant background checks and Employee investigations may also include the use of consumer reporting agencies to gather and report information to the Dealership in the form of consumer or investigative consumer reports regulated by federal law. These reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or credit worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person or entity that for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information of consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal record checks, civil record checks, driving records, and/or summaries of educational records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in these reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment, or retention as an Employee. Credit reports will be requested only with regard to job applicants and Employees whose positions, departments, or job duties involve the handling of money, valuables, confidential information, or trade secrets, and to those suspected of theft, extortion, embezzlement, or other crimes of dishonesty or fraud related to their employment with the Company, our customers, our employees, or other parties or entities dealing with our Company. Additionally, we will investigate the driving records and driver's licenses of those applicants and employees whose jobs require them to operate company or customer owned vehicles.

If the Company requests an investigative consumer report about you to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. You will not receive this additional notice if the investigation is performed by us or a person or entity other than a consumer reporting agency. The additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports.

If any adverse decision is made with regard to your employment based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you will be notified and given a copy of the report, as well as a summary of your applicable rights.

Your consent is required by law before the Company may obtain a consumer report or investigative consumer report about you to be performed by a consumer reporting agency pertaining to your employment. You will be asked to sign an authorization and release form.

Your signature indicates that you have carefully read and understand that the Company may request and review a consumer report or investigative consumer report regarding you, consistent to the release of a consumer report or an investigative consumer report to the Company for employment purposes, including any future decisions concerning your employment, promotion, reassignment, or retention as an employee of the Company. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing.

Limitation on the Company's ability to conduct lawful investigations of job applicants and Employees, for purposes of promoting a safe workplace and otherwise maintain an honest, trustworthy, qualified, and non-violent workforce – are not in the best interest of either the Company or its employees. Employees are consequently expected to maintain their consent to the Company's potential use of consumer and investigative consumer reports in keeping with the policy and are otherwise expected cooperate fully with the Company's lawful efforts to obtain information. Refusal to consent to a consumer report or investigative consumer report as required by this policy, or any other attempt to interfere or failure to cooperate with the Company's lawful investigation of an Employee, may result in discipline, up to and including termination from employment.

Conditional Job Offer

The employment and background verifications may be obtained prior to extending an offer of employment to the applicant. However, information obtained should be treated as personal and confidential and may be reviewed only by authorized persons on a "need-to-know" basis. The offer of employment is conditional pending the satisfactory results of the employment and background verifications.

NOTE: In the event any Supervisor receives an incoming request for references on background verifications, no information should be given, and the request should be referred immediately to the Human Resource Department.

Acknowledgement

I, _____, have read and understand the Company policy regarding consumer reports and investigative consumer reports. I understand the importance of these reports in assisting the Company in providing a workplace free from recognized hazards. By my signature below, I hereby authorize the Company to conduct investigations both consumer and internal, as needed in order to ensure a safe and productive workplace for all employees.

Employee Name

Date

Employee Signature

Witness Signature