

Manolis Brothers

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

In order for you to be considered for employment this application must be filled out in its ENTIRETY.

PERSONAL INFORMATION

DATE: _____

NAME:[LAST, FIRST] _____

SOCIAL SECURITY NO. _____

E-mail address: _____

PRESENT ADDRESS

CITY	STATE	ZIP CODE
_____	_____	_____

PERMANENT ADDRESS

CITY	STATE	ZIP CODE
_____	_____	_____

PHONE NO: _____

REFERRED BY: _____

Are you employed? Yes No

Is there something unique or special that you could bring to Manolis Brothers?

Have you ever worked as a painter before? Yes No

Do you have reliable transportation to and from work? Yes No

Are you applying for a full time position?

Full Time Part Time

If hired, can you submit documents to prove your legal right to work in the U.S.?

Yes No

Are you capable of lifting 50 lbs several times a day as an essential part of your position?

Yes No

Are you capable of being on your feet for 6-10 hour at a time as a requirement for your position? Yes No

Are you capable of climbing on extension ladders that range from 6-45 feet? Yes No

How many jobs have you had in the past year? _____

Past two years? _____

What were the circumstances for leaving each job?

Do you have any scheduled obligations coming up in the next six months that we need to know about? Yes

No

Are you willing to work holidays? Yes No

Do you have any previous commitments that may affect your schedule? Yes No

Are you willing to stay late in an emergency? Yes No

When would you be able to start? _____

Salary desired? _____

NAME & LOCATION OF SCHOOL YEARS GRADUATED? SUBJECTS
STUDIED

NAME & LOCATION OF SCHOOL STUDIED	YEARS	GRADUATED?	SUBJECTS
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS SCHOOL			

Special training or Skills? _____

U.S. MILITARY OR NAVAL SERVICE? _____

RANK? _____

EMPLOYMENT HISTORY

	CURRENT EMPLOYER	PREVIOUS EMPLOYER	PREVIOUS EMPLOYER
NAME OR EMPLOYER			
ADDRESS			
MAY WE CONTACT? IF NO EXPLAIN			
SUPERVISOR'S NAME			
PHONE #			
LENGTH OF EMPLOYMENT	FROM: _____ TO _____ Month/year Month/year	FROM: _____ TO _____ Month/year Month/year	FROM: _____ TO _____ Month/year Month/year
POSITION			
DUTIES & RESPONSIBILITIES			
SALARY			
AVERAGE HOURS WORKED PER WEEK			
REASON FOR LEAVING			

REFERENCES give below the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

EMPLOYMENT APPLICATION CONSENT RELEASE:

Background Check

I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in dismissal. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history academic/professional credentials, military service records, criminal, driving, financial and credit record through any investigative or credit bureaus of your choice.*

Section 604 "(b) of FCRA Provides Conditions for Furnishing and Using Consumer Reports for Employment Purposes.

Print Name:

First

Middle

Last

Signature: _____ **Today's Date:** _____

Social Security #: _____ - _____ - _____

Date of Birth: _____ **Driver License #:** _____

Current Address:

Current County of Residence:

Previous Address:

List All States That You Have Resided In:

The EEOC states for the purpose of pre-employment inquires, under the Age Discrimination in Employment act of 1967, section 1625.6, "A request on the part of an employer for information such as 'DATE OF BIRTH' or "STATE AGE" on an employment application form is not, in itself, a violation of the act.."

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the [complete text of the FCRA](#), 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized 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, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
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 member 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
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 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 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
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

Please Initial and Date: _____