

EMPLOYMENT HISTORY

In the following spaces give a complete record of your employment, including periods of unemployment and self-employment, if any. Begin with your most recent employment and work backward. Do not leave blanks and do not write, "See resume." (If additional space is needed, continue on separate sheet.)

1. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving (if applicable): _____

2. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

3. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

4. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

(If you require additional space in responding to these inquiries, continue on a separate sheet.)

1. May we contact your present employer?

Yes No

May we contact your previous employers?

Yes No

Please identify any exceptions and reasons why we may not contact either your present or any previous employer.

2. In order to permit a check of your work and education records, should we be made aware of any change of or assumed name that you previously used?

Yes No If yes, identify your other name(s) and the name(s) of the employers and dates during which you used the name(s).

3. Have you ever been terminated, dismissed or forced to resign from any employment?

Yes No If yes, identify name(s) and relevant dates and the reason for action taken against you.

OTHER SPECIAL SKILLS

Describe any other special job-related skills (e.g., familiarity with specific office equipment, computer equipment or computer programs), training, apprenticeships, or qualifications that would support your application.

GENERAL INFORMATION

1. If employment is offered, can you submit documents required by federal laws verifying your identity and legal right to work in the U.S.? Yes No

2. Are you at least 18 years of age? Yes No

3. Can you perform the essential functions of the job for which you have applied with or without reasonable accommodation? Yes No

4. Have you ever been convicted of (or pleaded guilty or nolo contendere to) a crime? (Do not identify marijuana-related misdemeanor convictions occurring more than 2 years ago, convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.) Yes No (An affirmative response will not automatically disqualify you from being considered as a candidate for employment.) If "yes", please explain each conviction and any punishment fully, including the jurisdiction of the conviction.

5. Are you willing to work overtime as requested? Yes No

6. Please provide the names of three individuals, not related to you, who have knowledge of your work performance within the last three years.

Name _____
Address _____

Occupation _____
Telephone No. _____
Number of Years Acquainted _____

Name _____
Address _____

Occupation _____
Telephone No. _____
Number of Years Acquainted _____

Name _____
Address _____

Occupation _____
Telephone No. _____
Number of Years Acquainted _____

7. In case of emergency, whom should we notify?

Name _____
Home Address _____

Home Telephone _____

Business Address _____

Business Telephone _____

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and the accompanying resume, if any) is true and complete to the best of my knowledge, and agree to have any of the statements checked by Jenesse Center unless I have indicated to the contrary. I understand that providing any false or misleading information or significant omissions may disqualify me from further consideration for employment and may result in my immediate termination if discovered at a later date.

I authorize Jenesse Center to conduct a thorough investigation of my past employment and activities, and authorize all references provided in this application, as well as all other individuals whom Jenesse Center or its representatives contact, to provide all information they have about me. Furthermore, I agree to cooperate in such investigation, and release from all liability or responsibility Jenesse Center, all persons acting on its behalf, and all persons and entities requesting or supplying such information to Jenesse Center.

I acknowledge and agree that if I am offered a position with Jenesse Center, my employment will be conditioned upon completion of a satisfactory background investigation by a third party employment screening agency.

In consideration of my employment, I agree to conform to the rules and standards of Jenesse Center as amended from time to time. I agree that if I am hired, my employment will be terminable at-will, which means that I will not be employed for any specified time, and that I may quit and Jenesse Center may end my employment at any time, without advance notice and without cause. I understand that, if I am hired, no one may alter the at-will nature of the employment relationship unless Jenesse Center expresses a clear intent to do so in a specific written agreement signed by both me and either Karen Earl or Adrienne Lamar. I understand that, if I am hired, this application shall constitute the terms of my employment contract as an at-will employee of Jenesse Center, and it shall supersede any and all prior oral or written representations that may have been made to me.

DATE

SIGNATURE OF APPLICANT

PRINTED NAME

NOTICE OF DISCLOSURE AND AUTHORIZATION
FOR CONSUMER REPORT REGARDING CREDIT AND/OR INVESTIGATIVE CONSUMER REPORT

I understand that a consumer report regarding my credit and/or an investigative consumer report ("ICR") may be requested by Jenesse Center, and used by it, in whole or in part, as a factor in decisions relating to my employment, such as establishing my eligibility for hiring, promotion, retention or reassignment. Such report(s) may be compiled through personal interviews or other methods, and may concern matters such as my education, degrees attained or units completed, prior employment, capabilities and qualifications. Jenesse Center is required by law to inform me that if such a report(s) is requested, it may include information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living. The information from these reports will not be used in violation of any applicable federal or state law or regulation.

If an ICR is requested, the investigative consumer reporting agency preparing the report will be: **[fill in name, address and phone number]** _____

_____. Their files are available for review in person, by certified mail, or telephonically with proper identification, during normal business hours and on reasonable notice. I understand that if an ICR is obtained by Jenesse Center, and I am thereafter denied employment with Jenesse Center, I will be advised of that fact and provided with the name and address of the investigative consumer reporting agency that issued the ICR.

I understand that if Jenesse Center obtains an ICR, I am entitled to receive a copy of the report within three (3) business days of the date it is provided to them. If I would like a copy of the ICR, I have checked the box below:

I request a copy of my ICR.

I further understand that if Jenesse Center obtains a consumer credit report for employment purposes, I am entitled to receive a copy of the report, at no cost to me, at the same time it is provided to them. If I would like a copy of my consumer credit report, I have checked the box below:

I request a copy of my consumer credit report.

I understand that Jenesse Center may also compile information about me through the use of public records, which are defined by law to mean records documenting an indictment, conviction, civil judicial action, tax lien, or outstanding judgment. If Jenesse Center takes any adverse action against me as a result of the information contained in public records, I will be provided with a copy of those records within seven (7) days of the date they are obtained by them. However, in all other cases, if I do not want a copy of these records, I have checked the box below:

I waive my right to receive a copy of public records related to me and obtained by Jenesse Center.

By my signature below, I hereby authorize Jenesse Center to obtain a consumer report regarding my credit and/or an investigative consumer report. I also acknowledge having received "A Summary of Your Rights under the Fair Credit Reporting Act," a copy of which is attached to this document.

Applicant Name: *(please print)* _____

Applicant Address: _____

City/State/Zip: _____

Social Security Number: _____ Driver's License Number: _____

Date: _____ Signature _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, 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 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 identify 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, by 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 1-888-5-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.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:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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 Complaints Washington, DC 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051