

# PATTERSON AUTO WRECKING

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT IN INK. YOU MUST COMPLETE APPLICATION AND SIGN AT THE END

## APPLICANT INFORMATION

DATE:

NAME (FIRST, MIDDLE, LAST)

ADDRESS:

PHONE # 1

E-mail

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES NO

(IF HIRED YOU WILL BE REQUIRED TO PROVIDE PROOF OF WORK AUTHORIZATION)

ARE YOU AT LEAST 18 YEARS OLD? YES NO

(IF NOT YOUR EMPLOYMENT WILL BE SUBJECT TO VERIFICATION THAT YOU MEET STATE/FEDERAL MINIMUM AGE REQUIREMENTS FOR THE TYPE OF WORK YOU ARE APPLYING FOR AND HAVE OBTAINED A VALID WORK PERMIT)

HAVE YOU EVER PLEADED "GUILTY" OR "NO CONTEST" OR BEEN CONVICTED OF A CRIME? YES NO

IF YES, PLEASE EXPLAIN 1) NATURE OF CRIME 2) DATE OF CONVICTION AND 3) STATE AND COUNTY IN WHICH CONVICTED.

(A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. YOU SHOULD NOT DISCLOSE ANY INFORMATION REGARDING CRIMINAL RECORDS THAT HAVE BEEN SEALED)

HAVE YOU EVER APPLIED AT PATTERSON AUTO BEFORE?

YES IF YES WHEN:

NO

ARE YOU RELATED TO ANY PATTERSON EMPLOYEES? IF SO WHO?

YES NAME:

NO

HAVE YOU EVER WORKED AT THIS COMPANY BEFORE?

YES IF YES WHEN:

NO

WILL YOU TRAVEL IF JOB REQUIRED IT?

YES

NO

WILL YOU WORK OVERTIME IF REQUIRED?

YES

NO

DO YOU CONSENT TO A PRE-EMPLOYMENT DRUG SCREENING?

YES

NO

DO YOU CONSENT TO A CRIMINAL BACKGROUND CHECK?

YES

NO

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING

(WITH OR WITHOUT REASONABLE ACCOMMODATION)? THIS QUESTION IS NOT DESIGNED TO ELICIT INFO ABOUT AN APPLICANT'S DISABILITY. PLEASE DO NOT PROVIDE INFORMATION ABOUT THE EXISTENCE OF A DISABILITY, PARTICULAR ACCOMMODATION, OR WHETHER ACCOMMODATION IS NECESSARY. THESE ISSUES MAY BE ADDRESSED AT A LATER DATE TO THE EXTENT PERMITTED BY LAW.

YES NO MORE INFO (MORE INFORMATION ABOUT THE JOB'S 'ESSENTIAL FUNCTIONS' TO RESPOND.)

POSITION APPLYING FOR:

WHEN CAN YOU START: \_\_\_\_\_

PART TIME OR FULL TIME DESIRED \_\_\_\_\_

DESIRED COMPENSATION \$ \_\_\_\_\_

SHIFT PREFERENCE \_\_\_\_\_

HOW WERE YOU REFERRED TO THE COMPANY?

\_\_\_\_\_

## SPECIAL SKILLS

1. IF RELEVANT, PLEASE DESCRIBE WORD-PROCESSING SPEED, SOFTWARE KNOWLEDGE, AND OFFICE EQUIPMENT EXPERIENCE.

2. IF RELEVANT, PLEASE DESCRIBE EXPERIENCE USING MANUFACTURING MACHINES & EQUIPMENT.

3. PLEASE LIST OTHER VALUABLE SKILLS YOU POSSESS THAT WOULD BE VALUABLE TO THE COMPANY.

## EDUCATION

SCHOOL	NAME	YEARS ATTENDED	DIPLOMA OR DEGREE REC.	
HIGH SCHOOL:	_____	_____	YES	NO
	_____			
COLLEGE:	_____	_____	YES	NO
	_____			
TRADE SCHOOL:	_____	_____	YES	NO
	_____			
OTHER:	_____	_____	YES	NO
	_____			

## TRAINING COURSES

LIST ANY RELEVANT PROGRAMS COMPLETED:

COURSE/SEMINAR	SPONSORING ORGANIZATION	CONTENT	DATE
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## REQUIRED LICENSE(S)

IF REQUIRED TO DRIVE A MOTOR VEHICLE FOR THE JOB APPLYING FOR, STATE YOUR:

1) DRIVER LICENSE # \_\_\_\_\_ 2) STATE \_\_\_\_\_ 3) EXPIR. DATE \_\_\_\_\_

1) VEHICLE REGISTRATION # \_\_\_\_\_ 2) STATE \_\_\_\_\_ 3) EXPIR. DATE \_\_\_\_\_

ARE YOU LICENSED/HAVE CERTIFICATIONS WHICH WILL ASSIST IN THE JOB? YES NO

EXPLAIN:

## EMPLOYMENT INFORMATION

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1) NAME OF EMPLOYER

TELEPHONE (     )

ADDRESS

EMPLOYMENT DATES (MONTH & YEAR)

FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE & DUTIES

REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

NAME OF SUPERVISOR:

MAY WE CONTACT AS A REFERENCE?

COMPENSATION START\$ \_\_\_\_\_ END \$ \_\_\_\_\_

YES            NO            LATER

---

2) NAME OF EMPLOYER

TELEPHONE (     )

ADDRESS

EMPLOYMENT DATES (MONTH & YEAR)

FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE & DUTIES

REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

NAME OF SUPERVISOR:

MAY WE CONTACT AS A REFERENCE?

COMPENSATION START\$ \_\_\_\_\_ END \$ \_\_\_\_\_

YES            NO            LATER

---

3) NAME OF EMPLOYER

TELEPHONE (     )

ADDRESS

EMPLOYMENT DATES (MONTH & YEAR)

FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE & DUTIES

REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

NAME OF SUPERVISOR:

MAY WE CONTACT AS A REFERENCE?

COMPENSATION START\$ \_\_\_\_\_ END \$ \_\_\_\_\_

YES            NO            LATER

---

## EMPLOYMENT REFERENCES

NAME: \_\_\_\_\_

TELEPHONE(     )

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOW LONG KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE(     )

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOW LONG KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE(     )

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOW LONG KNOWN: \_\_\_\_\_

## CONSENT AND DISCLOSURE FOR EMPLOYERS

I understand that Patterson Auto Wrecking will utilize the services of the Manufacturer & Business Association, 2171 West 38<sup>th</sup> Street, Erie, Pa. 16508 (MBA) as part of the procedure for processing my application for employment. I also understand that if my application for employment is granted, Patterson Auto Wrecking may obtain further information through subsequent investigations by the MBA so as to update, renew or extend my employment, to the extent permitted by law.

I understand a consumer reporting agency's investigation may include obtaining information regarding bankruptcies covering up to the last ten (10) years, obtaining information regarding civil suits, civil judgments, arrest records and paid tax liens covering up to the last seven (7) years, obtaining information regarding any other adverse item of information covering up to the last seven (7) years and obtaining information regarding references and educational and employment verifications without any time limitations, subject to any limitations or exceptions applicable under state and federal law. The investigation may also include obtaining information relating to criminal records without any time limitations, subject to state law.

In the event an investigative consumer report is conducted, I understand such information may be obtained by personal interviews with my acquaintances or associates or with others whom I am acquainted or who may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after Patterson Auto Wrecking receives my request or five days after the investigative consumer report was requested, whichever is later.

By filling in this circle, I indicate that I wish to receive further disclosure about the nature and scope of any Patterson Auto Wrecking request for an investigative consumer report.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act.

I also understand that before I am denied employment based, in whole or part, on information obtained in the consumer report and/or investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand if I disagree with the accuracy of any information in the report, I must notify Patterson Auto Wrecking within five business days of my receipt of the report that I am challenging the accuracy of the information contained in this report with MBA and advise Patterson Auto Wrecking as to the basis of my challenge.

In exchange for consideration by Patterson Auto Wrecking of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against MBA for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against Patterson Auto Wrecking or any of its employees, representatives or agents arising out of or in any way related to conducting a background investigation.

I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any entity, which may provide information based on this authorized request.

I hereby consent to this investigation and authorize Patterson Auto Wrecking to procure a consumer report and/or investigative consumer report on my background as stated above from MBA. In order to verify my identity for purposes of the background investigation, I am voluntarily releasing my date of birth, social security number and other information below for my own benefit and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

Para informacion en espanol, visite <http://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 our major rights under the FCRA. For more information, including information about additional rights, go to <http://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 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, 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 <http://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 <http://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](http://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](http://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:**

<b>FOR QUESTIONS REGARDING:</b>	<b>PLEASE CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, D.C. 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, D.C. 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, D.C. 20551 1-202-452-3693
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 1-800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 1-703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, D.C. 20429 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, D.C. 20590 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, D.C. 20250 1-202-720-7051



www.mbausa.org  
2171 West 38<sup>th</sup> St., Erie, PA 16508  
814/833-3200 800/815-2660  
Fax:814/836-8754

First Name

Middle Initial

Last Name

Other Names Known By

Date of Birth (MMDDYYYY)

Social Security Number

Primary Telephone Number (no dashes)

Male Female

Current Address

Apt. #

# Years at this address

City

State

Zip Code

Previous Address

Apt. #

# Years at this address

City

State

Zip Code

Previous Address

Apt. #

# Years at this address

City

State

Zip Code

Previous Address

Apt. #

# Years at this address

City

State

Zip Code

Driver's License Number (no dashes)

License State

Today's Date (MMDDYYYY)

Applicant Signature

## JOB APPLICANT DRUG/ALCOHOL TEST CONSENT FORM

I, (please print) \_\_\_\_\_,  
understand that Hovis Inc. (dba Patterson Auto Wrecking)'s policy on drug/alcohol abuse requires that all job applicants or new employees will be tested, and that management may request a test randomly and for "cause" for the presence of drugs/alcohol in my body. I acknowledge that a confirmed positive test may cause me to be not hired or to be removed from payroll and subject to discipline up to and including discharge or with a recommendation to attend a drug/alcohol rehabilitation program. I fully understand that if I should refuse to take the test I will not be hired or could be suspended from my job without pay or terminated for insubordination. I also understand that the test results will be kept confidential and only handled by authorized management personnel.

I hereby consent (    ) or refuse (    ) to take the drug/alcohol test.

I acknowledge that this document (or any accompanying document executed or delivered pursuant to or in connection with the Policy) is not intended to confer any contractual or other rights or claims in my favor and that I remain employed at will.

Approved and Agreed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_;

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Signature