

EMPLOYMENT APPLICATION

This Company is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable state or federal civil rights laws.

Position Applied For

Date of Application

PERSONAL INFORMATION

Last Name

First Name

Middle Initial

Home Phone

Present Street Address

City

State

Zip Code

Name & Phone number of person to be notified in case of emergency

Do you have the legal right to work in the U.S.? Proof of legal authority to work in the U.S. is a condition of employment.

Yes ☐

No ☐

Are you at least age 18? Proof of age and work permits may be required prior to hiring.

Yes ☐

No ☐

Have you ever been convicted of a crime other than a traffic violation?*

NOTE: You should exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment; each case will be considered on its own merits.

If yes, please explain and state the charge, court, date of each conviction, and disposition of the case:

Yes ☐

No ☐

*Some states limit the types of crimes (e.g., felonies) for which information can be sought and the time frame during which employers can inquire about convictions.

GENERAL INFORMATION

How did you hear about us?

What interested you in this Company?

Have you ever applied or worked for this Company before?

Yes ☐

No ☐

If yes, please give dates and reason for leaving or results of application:

Are you related to any current or former employee of the Company? If yes, to whom:

Yes ☐

No ☐

Do you have a reliable means of transportation to and from work?

Yes ☐

No ☐

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?

Yes ☐

No ☐

When are you available to start?

What type of employment are you seeking?

☐ Full-time

☐ Part-time

What days are you available to work?

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

What hours are you available each day?

EDUCATION

	Name of School and Address	Graduated (Yes/No)	Number of Years	Course or Major	Grade Point Average
Junior High					
High School					
College					
Other					

Extracurricular Activities, Hobbies and Special Interests (You may omit those which indicate your race, color, religion, sex, national origin, ancestry, age or existence of any disability)

EMPLOYMENT/WORK EXPERIENCE

Please list all your jobs during the past five years. (If applicable, you may list work performed on a voluntary basis. If you need additional pages, please attach.)

Company No. 1 (present or most recent employer):

Company Name: _____

Address: _____

Phone Number: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes ☐ No ☐

Dates Employed (Month and Year): _____ to _____

Final Rate of Pay: \$_____ per hour or \$_____ annual salary

Position(s) Held: _____

Describe all of your significant duties: _____

Reason for leaving: _____

Company No. 2 (second most recent employer):

Company Name: _____

Address: _____

Phone Number: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes ☐ No ☐

Dates Employed (Month and Year): _____ to _____

Final Rate of Pay: \$_____ per hour or \$_____ annual salary

Position(s) Held: _____

Describe all of your significant duties: _____

Reason for leaving: _____

Company No. 3 (third most recent employer):

Company Name: _____

Address: _____

Phone Number: _____

Supervisor's Name and Title: _____

May we contact this employer? Yes ☐ No ☐

Dates Employed (Month and Year): _____ to _____

Final Rate of Pay: \$_____ per hour or \$_____ annual salary

Position(s) Held: _____

Describe all of your significant duties: _____

Reason for leaving: _____

Please identify and explain all periods of unemployment during the last five years:

Dates of unemployment (Month and Year): _____ to _____

Reason for unemployment: _____

Dates of unemployment (Month and Year): _____ to _____

Reason for unemployment: _____

CERTIFICATION AND RELEASE

This employment application is intended for the purpose of evaluating your work qualifications and is not an employment contract. If hired, your employment can be terminated at will, with or without cause and with or without notice by you or the Company at any time.

By signing below, you agree and certify that all of the information provided in this application and subsequent interview(s) is true and accurate to the best of your knowledge. You authorize the Company and/or its agents to verify any and all of the information provided herein including past work history, academic transcripts, criminal records and consumer reports.

You authorize previous employers and schools to provide the Company with any and all information concerning previous employment or related information. Furthermore, you release all parties from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its agents, employees, or representatives.

You understand that any misrepresentation, falsification, or material omission of information on this application or during subsequent interviews may result in the termination of the application process or, if hired, immediate dismissal from employment with the Company.

You also understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests, provision of satisfactory proof of legal authority to work in the United States and negative pre-employment drug test results. Offers of employment may also require additional job-related testing, background checks and/or medical examinations.

Applicant Signature

Date

DISCLOSURE AND AUTHORIZATION FORM

Strategic Materials, Inc. (the "Company") will procure a consumer report and/or investigative consumer report on you in connection with your application for employment purposes (including employment, volunteer, or independent contractor assignments, as applicable) as defined under the Fair Credit Reporting Act. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or contract period.

Intelius Screening Solutions LLC, a consumer reporting agency, will obtain the report for the Company. Intelius Screening Solutions is located at 19800 North Creek Parkway, Suite 200, Bothell, WA 98011, and can be reached at (866) 338-6739.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and/or credit standing. The information that will be included in your report include: credit reports, social security number trace, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, and licensing and certification checks. The Company will only request credit reports insofar as they relate to the position for which you are applying. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history.

Provided to you with this authorization is a Summary of Your Rights Under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission. Please do not sign this authorization until you have received this summary.

- ☐ California, Minnesota, and Oklahoma applicants or residents: You have a right to request a free copy of your report if one is ordered on you. Please check this box to receive an emailed copy of your report.

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may contact Intelius Screening Solutions during normal business hours (9am to 5pm PST, Monday through Friday) to obtain and review all information in your file. You may obtain such information by appearing in person at Intelius Screening Solutions' offices, during normal business hours and upon reasonable notice, and upon submitting proper identification and paying the costs duplication services. You may be accompanied by one other person, provided that person furnishes proper identification. You may also obtain a copy of your file by certified mail, if you have previously provided identification in a written request that your file be sent to you or a third party identified by you. You may also obtain a summary of your file by telephone, upon providing proper identification. Intelius Screening Solutions has trained personnel available to explain your file to you, including any coded information.

AUTHORIZATION

I have carefully read and understand this disclosure and authorization form and I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" provided with this form. I have had the opportunity to review my rights. By my signature below, I consent to the preparation of background reports by Intelius Screening Solutions LLC, and to the release of such reports to the Company and its designated representatives for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Company by me before or during my employment or contract assignment, if any, may be utilized for the purpose of

obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I also hereby authorize the Company to conduct through its designated medical examiner(s), a substance screen test(s) and I release the clinic/physician and related entities, their directors, employees, and agents from all legal responsibility arising out of the information they obtained through the medical inquiries or screening test.

By my signature below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the Company.

I also understand that as a condition of employment, I must voluntarily consent to and satisfactorily complete screening tests to determine the presence of certain substances and/or alcohol.

As a candidate for employment, I understand that the presence of one or more such drugs will disqualify me for further consideration for employment.

As an incumbent employee, I understand that the presence of one or more such drugs may be cause for disciplinary action, up to and including termination of my employment.

I certify that I have read this form and the related Company policy or they have been read to me, and I understand their contents. I agree to the release of information obtained through medical inquiries or substance screen tests by the medical examiner(s) to the Company and all related entities or its representatives on a "need to know" basis.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency

First Name: _____

Full Middle Name: _____

Last Name: _____

***Date of Birth:** _____

SSN: _____

Drivers License #: _____

State of Issue: _____

Signature: _____

Dated: _____

*This information is being collected to conduct the background screen on you. It will not be used for any other purpose.

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 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 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)	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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