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# Employment Application – Steffes Corporation

3050 Hwy 22 N · Dickinson, ND 58601-9413 · Phone 483-5400 · Fax 456-7491 · Web [www.steffes.com](http://www.steffes.com) · Email [steffes@steffes.com](mailto:steffes@steffes.com)

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- Print all information clearly, incomplete applications will not be processed
  - Pre-employment drug testing is required
  - Employment is subject to criminal background check
  - Steffes Corporation is a tobacco free & drug free workplace
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Position applying for \_\_\_\_\_ Date: \_\_\_\_\_

Date available to start employment \_\_\_\_\_ Hourly/Salaried pay rate desired \_\_\_\_\_

\_\_\_\_\_  
Last name First name MI

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Telephone Number Cell Phone Number Email Address

Have you submitted an application here before? \_\_\_ Yes \_\_\_ No

If yes, give dates: \_\_\_\_\_ to \_\_\_\_\_

Are you interested in \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Temporary \_\_\_ Regular Employment?

What days/hours are you available to work?

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

Hours Available for work: from \_\_\_\_\_ to \_\_\_\_\_

Are you at least 18 years of age? \_\_\_ Yes \_\_\_ No

Can you provide, if hired, that you are eligible to work in the United States? \_\_\_ Yes \_\_\_ No

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

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## Education

**Name/Address**

**Course of Study**

**Degree / Diploma Received**

High School: \_\_\_\_\_

Trade/Tech School: \_\_\_\_\_

College/University: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Specialized Training, Apprenticeship, Extracurricular Activities: \_\_\_\_\_

\_\_\_\_\_

Specific job related skills and qualifications: licenses, skills, training awards:

\_\_\_\_\_

Professional, Trade, Business, or Civic Organizations/Offices: \_\_\_\_\_

\_\_\_\_\_

(Please exclude organizations that indicate race, color, religion, national origin, disability, or other protected classes)

Do you have any relatives or friends working for us? If so, please state their name, relationship, and department they work in: \_\_\_\_\_

\_\_\_\_\_

**Source of Referral:** please check appropriate category and name the source

\_\_\_ Steffes Employee \_\_\_\_\_

\_\_\_\_\_ Job Service

\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Website

\_\_\_ Advertisement \_\_\_\_\_

\_\_\_\_\_ Walk-In

\_\_\_ Job Fair \_\_\_\_\_

\_\_\_\_\_ Other

References other than Previous Employers/Relatives: name, address, relationship, phone number:

\_\_\_\_\_

\_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

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**Present or Last Position held:**

Name of Employer: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact your present employer? \_\_\_ Yes \_\_\_ No

**Previous Position:**

**1. Name of Employer:** \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

**2. Name of Employer:** \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

**3. Name of Employer:** \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

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Have you been convicted of any crimes, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court?

Yes \_\_\_ No \_\_\_

- You may not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid drivers license? \_\_\_ Yes \_\_\_ No

If no, please explain \_\_\_\_\_

Can you provide proof of eligibility to work in the United States (i.e., Visa, Green Card, Social Security, and Driver's License)? \_\_\_ Yes \_\_\_ No

Are you currently on "layoff" status, subject to recall? \_\_\_ Yes \_\_\_ No

### **Applicant's Acknowledgement**

This application shall be considered for no more than 90 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.

I certify that answers give in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview (s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

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

\_\_\_\_\_  
Date

Steffes Corporation is an Equal Opportunity Employer, and selects the best applicant that meets the needs of the position, regardless of race, color, national origin, sex, religion, age, or disability, or other protected status under applicable federal or state laws.

#### **REVISIONS**

<b>REV</b>	<b>DATE</b>	<b>REVISER</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>
1	8/25/11	Lindsey Cook	J:\Company Data\Departments\Human Resources\Dept Shared Data\Recruitment\Recruitment Forms & Employment Application	Base

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

## Consumer Report / Investigative Consumer Report Disclosure and Release of Information Authorization

I authorize **Steffes Corporation** and **PT Research, Inc.**, a consumer-reporting agency, to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, relating to my past activities, to supply any and all information concerning my background, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, driving history, and criminal history records. I understand that this information may be transmitted electronically and authorize such transmission.

I understand that a Consumer Report may be prepared summarizing this information. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand that I have the right to inspect those files with reasonable notice during regular business hours and that I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand that proper identification will be required and that I should direct my request to: **PT Research Inc., P.O. Box 4540, Manchester NH 03108 Phone 1-866-737-2714 Attention: Compliance Officer.**

Are you applying for employment in California, Minnesota or Oklahoma?  YES  NO  
If so, would you like a copy of any Consumer Report prepared on you?  YES  NO

**NEW YORK AND MAINE APPLICANTS: You have the right, upon written request, to be notified whether a consumer report was requested about you by the above-named company.**

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by the above named company, this authorization will remain in effect throughout such employment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

*NOTE: The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application. **PLEASE PRINT CLEARLY.***

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of License

\_\_\_\_\_  
Expires On

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
List any other CITIES AND STATES in which you have lived during the previous 7 years.

\_\_\_\_\_  
List any other LAST NAMES you have used during the previous 7 years.

\*Providing your year of birth is voluntary. This information will enable us to properly identify you in the event we find adverse information during the course of the background search.

### Acknowledgement of FCRA Notice

By signing below, I certify that I have been provided with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Para informacion en espanol, visite [www.ftc.gov/credit](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 your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](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 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](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 [www.ftc.gov/credit](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 by calling (888) 567-8788.
- **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>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
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