WE ARE AN EQUAL OPPORTUNITY EMPLOYER This Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, genetic information, disability, status as a disabled or Vietnam Era Veteran, or on any other basis prohibited by applicable laws. Position Desired							
APPLICANT'S STATEMENT I understand that this application is not a promise of employment. I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right							
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the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing and signed by the authorized agent.							
I consent to take any physical examinations, including, but not limited to, tests for alcohol or drugs, that may be requested by the Company: (1) following an offer of employment and prior to commencement of work; and (2) during the course of my employment, consistent with applicable law, including, but not limited to, the Americans With Disabilities Act. I further authorize any health care professional or testing facility who performs such an examination or who has other information concerning my physical, mental or other medical status to release such information to the Company. I understand that if my drug screen is positive for any illegal substance, that any offer of employment will be rescinded, or if I have already commenced work, I will be terminated. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during my employment and that submission to such tests is a condition of employment or continued employment.							
I hereby authorize the Company to obtain from schools, former and current employers, government agencies or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied and my driving record, regardless of whether the information is favorable or unfavorable to me, I promise to hold harmless, covenant not to sue and release the Company, the entities and individuals contacted and their agents from any and all liability which may directly or indirectly result or flow from the obtaining and use, disclosure and/or dissemination of such information.							
I also understand that the Company may obtain an investigative consumer report including information as to my character, general reputation, personal characteristics and mode of living obtained through personal interviews with my neighbors, friends or associates or others with whom I am acquainted or who may have knowledge of such information. If such a report is obtained, I understand that I will be provided written notice mailed or delivered to me not later than three days after the date on which the report was first requested, and that this notice will summarize my rights under the federal Fair Credit Reporting Act in accordance with Section 1681g(c) of the federal Fair Credit Reporting Act and my right to obtain the disclosure of the nature and scope of the information requested in the investigative consumer report. I							
further understand that if it is determined that the contents of this report may disqualify me for employment, a copy of this report also will be provided to me. I hereby state that all of the information that I provide on this application and in any interview or in responding to any requests for information is true and accurate. I understand that any false statements or omissions made by me in connection with this application, or in responding to further requests for information, is sufficient grounds for my rejection as an applicant or my dismissal if I have been hired, regardless of when the falsity or omission is discovered, If I am employed and any such information is later found to be false in any respect, I may be dismissed.							
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PERSONAL DATA

Name							
	(Print)	La	st Name		First		Middle
Present Address					How long ha you lived the		
/ 100/000 -	Street and Number	City	State	Zip		Years	Months
Previous Address					How long die you live ther		
	Street and Number	City	State	Zip		Years	Months
Telephone	e No			Are you 18 y	ears of age or old	er? 🗌 Yes	🗌 No
Are you le	egally eligible to work in th	e United States	? 🗌 Yes 🔲 No				
Have you	ever worked for this Com	pany before?	🗌 Yes 🗌 No	lf yes, please	e give dates and p	osition:	
Do you ha	ave any friends or relative	s working here?	Yes 🗌 No	lf yes, Name	:		
Do you ha	ave a reliable means of tra	ansportation to t	travel to and				
from work	k which will allow you to co	onsistently arriv	e at work on time?	🗌 Yes 🔲	No		
If a driver	's license is required for th	ne position for w	hich you are				
applying,	do you have a valid drive	's license?	🗌 Yes 🗌 No	Lice	ense No.	State	Expiration Date
Have you	been cited for a traffic vio	plation of any kir	nd within the last FI	/E years?	Yes 🗌 No If y	ves, please gi	ve date and details

EDUCATION

	Elementary			High			College/University				Graduate/ Professional						
School Name																	
Years Completed: (Circle)	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree Describe Course of Study or Major																	
**Describe Specialized Training, Military Experience, Skills, and Extra-Curricular Activities				·													

Will you require any accommodation during the course of a job interview?

**Please exclude organizations whose name may suggest the disability, age, race, religion, national origin, or sexual orientation of the applicant.

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your previous employers in chronological order with present or last employer listed first. <u>Be sure to account for</u> <u>all periods of time</u> including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Name of Present or Last Employer	Employed	Pay	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start		
Address		\$		· · · ·
City, State, Zip Code	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		
Previous Employer	Employed	Pay	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start		
Address		\$		
City, State, Zip Code	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone	_	\$		
Previous Employer	Employed	Devi		
	Employed From (mo./yr.)	Pay Start	Your Title or Position	Reason for Leaving
Address				
Address		\$		
Other Other The Original	To (mo./yr.)	Final	Name of Last Supervisor	
City, State, Zip Code	10 (110./ y1.)	1 11 121	Name of Last Supervisor	
Telephone		\$		
relephone				
Previous Employer	Employed	Pay	Your Title or Position	Reason for Leaving
A 11	From (mo./yr.)	Start		
Address		\$,	
City, State, Zip Code	To (mo./yr.)	Final	Name of Last Supervisor	- <u> </u>
	_	\$		
Telephone		+		
Previous Employer	Employed	Pay	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start		
Address		\$		
City, State, Zip Code	To (mo./yr.)	Final	Name of Last Supervisor	
		\$		
Telephone		Ψ		
Have you ever been terminated or aske	d to rooign from an			
have you ever been terminated of asker	u to resign from an	y job? 🗋 tes	□ No. If yes, please explain circun	nstances:
			1947	
Please explain fully any gaps in your en	nployment history: _			
		9		
				· · · · · · · · · · · · · · · · · · ·
				······
May we contact your current employer:		fvee please or	nlain:	

Please list persons who know you well-Not previous employers or relatives

Name	Occupation	Address (Street, City, and State)	Telephone Number	No. of Years Known

ADDITIONAL INFORMATION-Please indicate any actual experience you have in any of the following positions:

OFFICE

Office Manager

Accounts Receivable

Accounts Payable

Bookkeeper

Payroll Clerk

Tag/Title Clerk

Warranty Clerk

Data Entry

Cashier

SALES/LEASING

- Sales Manager
- Sales Person (New Car)
- Sales Person (Used Car)
- Sales Person (Truck)
- F & I Manager
- Leasing Manager
- Fleet Manager
- Truck Manager
- Used Car Manager

SERVICE AND REPAIR

- Service Manager
- Service Writer/Advisor
- Dispatcher
- Shop Foreman
- Mechanic/Technician
- Electrician
- Helper
- Painter
- Body Repair
- Get Ready

PARTS

- Parts Manager
- Parts Counter
- Parts Stocker
- Parts Driver

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I HAVE READ THIS EMPLOYMENT APPLICATION AND I FULLY UNDERSTAND ITS CONTENTS. I HEREBY CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE, AND THAT I HAVE NOT OMITTED ANY OF THE INFORMATION CALLED FOR. I UNDERSTAND THAT ANY FALSE STATEMENTS OR OMISSIONS MADE BY ME IN CONNECTION WITH THIS APPLICATION, IN INTERVIEWS, OR IN RESPONDING TO FURTHER REQUESTS FOR INFORMATION IS SUFFICIENT GROUNDS FOR MY REJECTION AS AN APPLICANT OR MY DISMISSAL IF I HAVE BEEN HIRED, REGARDLESS OF WHEN THE FALSITY OR OMISSION IS DISCOVERED.



DISCLOSURE REGARDING CONSUMER REPORT BACKGROUND CHECK

DALE WILLEY AUTOMOTIVE INCORPORATED may obtain information about you from a third party consumer reporting agency for pre-employment and employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.

Signature: _____ Date: _____



DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

DALE WILLEY AUTOMOTIVE INCORPORATED may request an investigative consumer report about you from a third party consumer reporting agency for preemployment and employment purposes. (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

You have the right, upon written request made within a reasonable time, to request (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be conducted by IntelliCorp Record, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of investigative consumer reports to the extent permitted by law.

Signature:



ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand-alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by DALE WILLEY AUTOMOTIVE at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.

I do ______do not_____ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. (Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.)

I also consent to have any legally required notices sent electronically.

Printed Name

Signature

Date

Parent or Legal Guardian Signature (for searches conducted on minors under the age of 18)

Date

Version 7/2018

PERSONAL DATA

Last Name	First Name	Middle Name	Name				
Current Address		Date	es Lived Here				
Date of Birth	Other Names Used (incl	uding maiden name)	Years Used				
Social Security Number	Driver's License #	DLS	State				
Email address (may be us	ed for official corresponden	ce)					

Para información en español, visite <u>www.consumerfinance.gov/learnmore</u> o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See <u>www.consumerfinance.gov/learnmore</u> 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 <u>www.consumerfinance.gov/learnmore</u> 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.consumerfinance.gov/learnmore.
- 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 form 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).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- 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 <u>www.consumerfinance.gov/learnmore</u>.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357