



**AMIGOS DEL VALLE, INC.  
EMPLOYMENT APPLICATION**

For what position are you applying: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Physical City State Zip

Are you over the age of 18 yrs? ( ) Yes ( ) No

Do you have legal right to accept employment in the U.S.? ( ) Yes ( ) No

Have you ever been convicted of a crime? If yes, explain \_\_\_\_\_  
\_\_\_\_\_

Were you previously employed by us? ( ) Yes ( ) No If yes, explain \_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives employed by this organization? ( ) Yes ( ) No If yes, explain: \_\_\_\_\_

Are you related to any of our Board Members? ( ) Yes ( ) No

Education- circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 college hours/degree \_\_\_\_\_  
Elementary \_\_\_\_\_ High school \_\_\_\_\_ College/university \_\_\_\_\_ Vocational/trade \_\_\_\_\_

List any special training, skills acquired, or courses taken that have helped qualify you for the position listed above. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give complete past employment record, starting with present, or last employer, then each previous employer in date of order. Give reason for lapses, if any.

<u>Company Name &amp; Address</u>	<u>Dates</u>	<u>Rate of Pay</u>	<u>Duties Performed</u>

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

List below three (3) references (not relatives)

Name	Address street no., city, and state	Phone

Military Service Record:

Were you in U.S. Armed forces? ( ) Yes ( ) No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_

**APPLICANT PLEASE READ CAREFULLY**

I hereby authorize the Corporation to fully investigate my record and work qualifications either before my employment by the Corporation, and to facilitate such investigation. I also hereby authorize any persons having knowledge thereof to give such information to the corporation upon request. I certify state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time.

I understand that the Company will require applicants for employment to take a urinalysis or blood test for drug and alcohol screening as part of a pre-employment physical examination, and that any offer of employment with Amigos Del Valle, Inc. is conditioned upon the results of my physical examination (including urinalysis or blood tests for drug or alcohol screens) being satisfactory. I understand that if I am employed with Amigos Del Valle, Inc., the corporation will require that I submit to a drug or alcohol screen if I am involved in an on-the-job accident, or if the corporation has a reasonable suspicion that I am under the influence of drugs or alcohol, and I hereby authorize the release of the results of any physical examinations or drug tests required herein to Amigos Del Valle, Inc. I further understand that the Corporation may inspect all bags (including purses or briefcases) or parcels brought into or taken out of Amigos Del Valle, Inc. I further understand that the Corporation may inspect all bags (including purses or briefcases) or parcels brought into or taken out of Amigos Del Valle, Inc. and that my refusal to submit to a urinalysis, blood test or search, when requested to do so, may result in the termination of employment.

I understand and agree that if I am offered employment by Amigos Del Valle, Inc., my employment will be for no definite term and that either I or ADV will have the right to terminate the employment relationship at any time with or without cause. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and the executive director of ADV.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Proof of U.S. citizenship or immigration status will be required upon employment. You must complete an I-9 form required by the U.S. Immigration and Naturalization Service within three business days of the date of *your* employment begins.

Applications will only be kept in an “active” file for up to a year. All applications will be destroyed after they have reached past 1 year from date of application.

# AMIGOS DEL VALLE, INC.

## **DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION**

As part of our hiring background and employment, we may contact all listed prior/current employers to verify your employment history. It may also include, but not be limited to, criminal history report and driving records. Before we can seek such reports, we must have your written permission to obtain the information.

## **AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION**

I hereby authorize and permit Amigos Del Valle, Inc. to obtain criminal history reports and driving history records which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, and drug testing.

I hereby authorize Amigos Del Valle, Inc. to obtain information set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during my course of my employment.

Full Name \_\_\_\_\_  
(please print clearly)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_, have received a copy of the  
Summary of Rights Under the Fair Credit Reporting Act.

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

\_\_\_\_\_  
Date

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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 the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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 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, 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 [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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](http://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 from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>

3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, D.C. 20416
5. Creditors Subject to 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, SW, 8 <sup>th</sup> Floor 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	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357