



Application for Employment  
Equal Opportunity Employer

AMADOR LEWIS, INC., is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Personal Information					
Last Name	First	Middle	Social Security No.	Today's Date	
			- -		
Address		City	State	Zip	Telephone Number
If your employment records exist under another name please specify.					
If under eighteen, can you submit a work permit?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
How were referred to [Company]? Please check the appropriate box.		<input type="checkbox"/> College or University	<input type="checkbox"/> Advertisement or Internet		
		<input type="checkbox"/> Recruiter or Agency	<input type="checkbox"/> No Referral; walk-in		
		<input type="checkbox"/> Employee	<input type="checkbox"/> Other: _____		

Position Preferences					
Position Applying for:				Date Available to Start:	
Can you perform the functions of the job (essential and/or marginal) with or without accommodation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Could you travel if required by this position?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ % of Time
Salary desired: \$	per	<input type="checkbox"/> month <input type="checkbox"/> year	If required, would you be willing to work the following: <input type="checkbox"/> Shift work <input type="checkbox"/> Over time <input type="checkbox"/> Weekends		
If the position has more than one shift, indicate which shift you would be interested in working: <input type="checkbox"/> Regular <input type="checkbox"/> Evening <input type="checkbox"/> Graveyard					

Education					
	Name of School	City & State	Degree or # of Years Completed	Major or Subject	GPA
High School					
College					
College					
Graduate School					

Foreign language spoken?  YES  NO

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

\_\_\_\_\_

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

\_\_\_\_\_



### Employment History

Please begin with present or most recent employer, and account for all periods of employment including part-time, summer, voluntary, and military experience. Salary history must be included. Attach additional sheets if necessary. Information provided will be verified.

Current Employer		Position Title	
City & State		Reason for Leaving	
Telephone #		Salary	\$ _____ per
Supervisor's Name & Title		Dates of Employment	From: _____ To: _____
May we contact your current employer?	Yes _____		No _____
Employer		Position Title	
City & State		Reason for Leaving	
Telephone #		Salary	\$ _____ per
Supervisor's Name & Title		Dates of Employment	From: _____ To: _____
Employer		Position Title	
City & State		Reason for Leaving	
Telephone #		Salary	\$ _____ per
Supervisor's Name & Title		Dates of Employment	From: _____ To: _____

### Service Record (Please complete only if you served in the U.S. Military)

Have you ever served in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which branch?
Rank:	Discharge Date
Briefly describe duties and skills acquired in the service.	

### Professional References (*professional references only & include one previous Manager/Supervisor*)

Name	Mailing Address	Daytime Phone #	Professional Relationship



Please review this section carefully before you attempt to answer the question below. If you have questions or do not understand the terms, please get clarification from the Human Resources representative before answering. This question refers to misdemeanors as well as felonies. A conviction or plea of guilty does not automatically exclude an applicant from being considered for employment. The type of conviction or guilty plea and dates, as well as other factors, will be considered.

Have you ever been convicted of a crime, misdemeanor, or felony? A conviction includes a plea, verdict, or finding of guilt regardless of whether a sentence was imposed by the court. A 'conviction' for purposes of this application does not include: (1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; (2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged *and* for which the case has been judicially dismissed pursuant to California Penal Code 1203.4; (3) any participation in pre-trial or post-trial diversion programs; or (4) any misdemeanor marijuana-related conviction (except sale) which is less than two years old.

Yes

No

If you answered yes, please provide details or charges, dates and disposition in the space below.

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#### Release and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from AMADOR LEWIS, INC. and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

\_\_\_\_\_  
Initials

#### Applicant Acknowledgement

All hiring and employment at AMADOR LEWIS, INC. is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by AMADOR LEWIS, INC. has no specific term and may be terminated by the employee or AMADOR LEWIS, INC. upon notice. I acknowledge that AMADOR LEWIS, INC. has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with AMADOR LEWIS, INC. and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to AMADOR LEWIS, INC. I agree to release and hold harmless AMADOR LEWIS, INC. from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with AMADOR LEWIS, INC. may be terminated.

*Thank you for completing this application form and for your interest in employment with AMADOR LEWIS, INC.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**PLEASE SUBMIT A RESUME WITH THIS EMPLOYMENT APPLICATION.  
DISTRIBUTE/COMPLETE ONLY IF BACKGROUND CHECK WILL BE SOUGHT**

**Applicant Release Form**

(Keep in secure files separate from personnel records)

In connection with my application for employment (including contracts for service) and as a condition of continuing employment, I understand that consumer reports or investigative consumer reports are to be made on me including consumer credit, criminal convictions, employment history, education, professional references, civil court filings, driving records, and insurance records. These reports will include information as to my work habits, salary, performance, education, and experience along with reasons for termination of employment from previous employers, and any history of criminal, dishonest, or violent behavior. Further I understand that the company will be requesting information from various private, Federal, State, and other agencies which maintain records concerning my past activities.

I hereby authorize \_\_\_\_\_ (hereinafter "Employer") or any  
AMADOR LEWIS, INC.

of its employees or agents to obtain the information referred to above in connection with the processing of my application. I authorize, without reservation, any individual, corporation or other private or public entity to furnish to Employer, its employees and agents, and all individuals, corporations, or other private or public entities providing information from any liability for damages that may result to me as a result of furnishing or attempting to furnish such information. I have received and reviewed a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act." This authorization and release shall remain in effect for the term of the term of my employment and shall be valid in original, fax, or copy form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:*

Please Print Clearly:

Print Full Name: \_\_\_\_\_ Sex:  Male  Female

Print other names you have used: \_\_\_\_\_ Dates used \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

List other Drivers License #'s (last 7 years only) \_\_\_\_\_ Issuing State: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_, \_\_\_\_\_ State: \_\_\_\_\_

*Home Addresses (for the last 5 years, list most current first -- use back for more space):*

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_ From Date: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_ From-to Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_ From-to Dates: \_\_\_\_\_ - \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_ From-to Dates: \_\_\_\_\_ - \_\_\_\_\_

Check here if there are additional addresses listed on back  [ ]



## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers. A CRA may not give out information about you to your employer, or prospective employer, without your written consent.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS, PLEASE CONTACT: Federal Trade Commission Consumer Response Center - FCRA, Washington, DC 20580, 202-326-3761