



851 S. A Street
 Oxnard, CA 93030
 Tel. 805.385.7244
 Fax 805.385.7246
 Email: info@amongfriends.org

EMPLOYMENT APPLICATION

Please sign and date the application, and provide all information requested.

(WE ARE AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION				
Name:		Date:		
Address:		City:	Zip:	
Cell Phone No (Incl Area Code):		Home Phone No (Incl Area Code):		
Email:		Were you referred to us by anyone? If so, Who?		
How did you learn of the position available? <input type="checkbox"/> Among Friends Website <input type="checkbox"/> Indeed <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Craigslist <input type="checkbox"/> Other:				
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?				
Have you ever been involuntarily discharged from a position? If yes, explain		Are you legally authorized to work in the U.S.A.?		
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, do you have a valid work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, please provide a copy of the work permit.				
EMPLOYMENT DESIRED				
Position Desired:		Available schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On – Call	Available beginning:	
Have you ever applied for our company before? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, when and for what position?		
Do you have any friends or relatives working for our company? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, list name and relationship?		
EDUCATION				
SCHOOL	NAME & LOCATION	GRADUATED		MAJOR SUBJECTS
		Yes	No	
College / University				
College / University				
High School				
Vocational / Other (specify)				
OTHER INFORMATION				
List any special skills that make you especially suited to work at our company (e.g. languages, technical skills, etc):				
Special training / Professional Certifications / Organizations / Accreditation:				
What machines or equipment can you operate / do you have experience with, that are related to the job for which you are applying?				
Why would you like to work for our company?				



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EMPLOYMENT INFORMATION

Please include all employment information for the last 10 years beginning with most recent employer

Name of Employer:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	Specific Duties:	
		Hrs Worked / Week
Your Title:	Telephone:	Supervisor Name:
Reason for leaving:	Employment Start Date:	Employment End Date:

Name of Employer:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	Specific Duties:	
		Hrs Worked / Week
Your Title:	Telephone:	Supervisor Name:
Reason for leaving:	Employment Start Date:	Employment End Date:

Name of Employer:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	Specific Duties:	
		Hrs Worked / Week
Your Title:	Telephone:	Supervisor Name:
Reason for leaving:	Employment Start Date:	Employment End Date:

Name of Employer:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	Specific Duties:	
		Hrs Worked / Week
Your Title:	Telephone:	Supervisor Name:
Reason for leaving:	Employment Start Date:	Employment End Date:

UNEMPLOYMENT HISTORY

Please account for all times of unemployment during the **last (ten) 10 years**, both the exact periods of time & the corresponding reasons for unemployment. Please do not include periods of unemployment of one month or less, and do not include periods when you were going to school full-time.



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PROFESSIONAL REFERENCES

List below (3) three persons not related to you from either a business or academic setting, who has knowledge of your prior performance abilities within the last 3 years

NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER	YRS KNOWN

Professional License Information

License / Certificate Name:	License / Cert #:	State Issued:
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If your license / certificate has ever lapsed, been revoked or suspended, please explain:



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AMONG FRIENDS ADHC CONSENT and RELEASE FORM

DRUG TESTING:

It is Among Friends ADHC Center's policy, consistent with Federal Regulations, to require drug testing for applicants applying or transferring into position as a bus driver. Applicants for this position shall submit to a pre-employment drug test. An applicant will not be hired, nor will an employee be reassigned to a covered job function, until the company has been notified that the employee has passed the drug test result.

I understand and acknowledge that Among Friends ADHC Center's policy on drug/alcohol abuse requires that all applicants and/or employees may be tested as provided by the company's policy. I acknowledge that a confirmed positive test may cause me to be removed from the payroll and subject to discipline up to and including termination, or result in a recommendation to attend a rehabilitation program. I fully understand that if I should refuse to take the test, I could be suspended from my job without pay, or terminated for insubordination. I also understand that the test result will be kept in confidence and handled only by authorized management personnel.

BACKGROUND CHECKS:

IT IS THE INTENTION OF THIS AGENCY TO PREVENT ENGAGING THE SERVICES OF INDIVIDUALS WHO HAVE A HISTORY OF SEXUAL ABUSE, MOLESTATION & MISCONDUCT. TO THIS EFFECT, ALL EFFORTS WILL BE MADE TO DISCOVER SUCH HISTORIES. SIGNED COMPLETION OF THIS APPLICATION GIVES THIS COMPANY PERMISSION TO CONDUCT BACKGROUND CHECKS. THE APPLICANT IS HEREBY NOTIFIED SUCH BACKGROUND CHECKS WILL BE VIGOROUSLY MADE.

BY SIGNING THIS APPLICATION, I HEREBY FURTHER AGREE AS FOLLOWS:

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION FORM IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE, & AGREE TO HAVE ANY OF THE INFORMATION VERIFIED BY AMONG FRIENDS ADHC. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR MATERIAL OMISSION OF INFORMATION ON THIS APPLICATION MAY RESULT IN MY FAILURE TO RECEIVE AN OFFER, IF I AM HIRED, MY IMMEDIATE DISMISSAL FROM EMPLOYMENT.

I AUTHORIZE THE REFERENCES LISTED ABOVE, AS WELL AS ALL OTHER INDIVIDUALS WHOM AMONG FRIENDS ADHC CONTACTS, TO PROVIDE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY OTHER PERTINENT INFORMATION THAT THEY MAY HAVE.

I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT IS CONDITIONED UPON PROOF OF IDENTITY, PROOF OF LEGAL AUTHORITY TO WORK IN THE UNITED STATES, AND SATISFACTORY COMPLETION OF MY BACKGROUND AND REFERENCE CHECK. (NOTE THAT CRIMINAL BACKGROUND CHECK CAN ONLY BE CONDUCTED AFTER A CONDITIONAL OFFER OF EMPLOYMENT HAS BEEN OFFERED)

APPLICANT SIGNATURE

DATE:

DISCLOSURE and AUTHORIZATION REGARDING BACKGROUND INVESTIGATION for EMPLOYMENT PURPOSES

Disclosure

American Trade Mark Corporation (the “Company”) may request from a consumer reporting agency and for employment-related purposes, a “consumer report(s)” (commonly known as “background reports”) containing background information about you in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable).

HireRight, Inc. (“HireRight”) will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Dr, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____

Date _____

[END OF DOCUMENT]

PLEASE PROCEED to the NEXT DOCUMENT ENTITLED:

“OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION for EMPLOYMENT PURPOSES”

**OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING
BACKGROUND INVESTIGATION for EMPLOYMENT PURPOSES**

Disclosures

Investigative Consumer Report:

American Trade Mark Corporation (the “Company”) may request an investigative consumer report about you from HireRight, Inc. (“HireRight”), a consumer reporting agency, in connection with your employment or application for employment (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 which is checking personal or professional references 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, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

Ongoing Authorization:

If the Company hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Additional State Law Notices:

Please see the “Additional State Law Notices” for California, Massachusetts, Minnesota, New Jersey, New York, and Washington that are provided below, as applicable. A California disclosure and summary of your rights under California Civil Code Section 1786.22, and a copy of New York Article 23-A, are being provided to you separately.

Summary of Rights under the Fair Credit Reporting Act:

A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

San Francisco Fair Chance Ordinance Official Notice:

A copy of the San Francisco Fair Chance Ordinance Official Notice is being provided to you separately.

HireRight Privacy Policy:

Information about HireRight’s privacy practices is available at www.hireright.com/Privacy-Policy.aspx

Acknowledgments & Authorization

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization Regarding Background Investigation for Employment Purposes"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by the Company. I also acknowledge receipt of and that I have carefully read and understand (as applicable), the separate California Disclosure and Summary of Rights under California Civil Code Section 1786.22; the separate New York Article 23-A; and the separate San Francisco Fair Chance Ordinance Official Notice that have been provided to me.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by HireRight, and to the furnishing of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor or volunteer assignments, as applicable), promotion, retention or for other lawful employment purposes.

I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain from HireRight (or from a consumer reporting agency other than HireRight) additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period.

I understand that if the Company obtains a credit report about me, then it will only do so where such information is substantially related to the duties and responsibilities of the position in which I am engaged or for which I am being evaluated.

I understand that information contained in my employment (or contractor or volunteer) application, or otherwise disclosed by me before or during my employment (or contractor volunteer assignment), if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I understand that the information included in the background reports may be obtained from private and public record sources, including without limitation and as appropriate: government agencies and courthouses; educational institutions; and employers. Accordingly, I hereby authorize all of the following, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local government agencies and courts; educational institutions (public or private); testing agencies; information service bureaus; credit bureaus and other consumer reporting agencies; other public and private record/data repositories; motor vehicle records agencies; my employers; the military; and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my: employment and earnings history; education, credit, motor vehicle and accident history; drug/alcohol testing results and history; criminal history; litigation history; military service; professional licenses, credentials and certifications; social security number verification; address and alias history; and other information.

By my signature below, I also promise that the personal information I provide with this form or otherwise in connection with my background investigation is true, accurate and complete, and I understand that dishonesty or material omission may disqualify me from consideration for employment. I agree that a copy of this document in faxed, photocopied or electronic (including electronically signed) form will be valid like the signed original. I further acknowledge that I have received additional state law notices that I have reviewed and read.

California, Minnesota or Oklahoma consumers: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a free copy of your background report if one is obtained on you by the Company.

Additional State Law Notices

Please also note the following:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the actual copying costs, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

HireRight, Inc. ("HireRight") will prepare the background report for the Company. HireRight is located and can be contacted at 3349 Michelson Dr, Suite 150, Irvine, CA 92612, (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Additional California-specific information is set out below.

MASSACHUSETTS: Upon request to the Company, you have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, you have the right to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., HireRight) for a copy of any such report.

MINNESOTA: You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

NEW JERSEY: You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the Company requested about you.

NEW YORK: You have the right, upon written request to the Company, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is also provided below.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made to the Company within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____

Para información en español, visite <http://www.consumerfinance.gov/learnmore> o escribe a la Consumer Financial Protection Bureau, 1700 "G" St. 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 or write to: Consumer Financial Protection Bureau, 1700 "G" St 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 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 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 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.