

**BOOK COUNTRY CLEARING HOUSE, LLC.  
EMPLOYMENT APPLICATION**

**Personal Information**

**Date of Application:** \_\_\_\_\_

Name (Last)	(First)	(Middle)										
Home Address	City	State	Zip Code									
Home Telephone	Cell Phone	Email address:										
Position Applying For: _____ Date Available: _____ Are you interested in (check all that apply) _____ Full-Time    _____ Part-Time    _____ Temporary					Days and hours available:							
					Day	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
					From							
					To							
If you are under 18 years of age, please state your date of birth: _____ (No one under age 18 may be hired)												
How were you referred to Book Country Clearing House, LLC.?												

**Education**

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Check One)
High School	Name                      Address			___ Yes
	City                      State                      Zip			___ No
College	Name                      Address			___ Yes
	City                      State                      Zip			___ No
Graduate School	Name                      Address			___ Yes
	City                      State                      Zip			___ No
Other	Name                      Address			___ Yes
	City                      State                      Zip			___ No

**Special Skills**

Briefly explain:
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**Legal**

Are you a U.S. citizen? ___ Yes ___ No If no, do you have a legal right and necessary documents to work in the U.S.? ___ Yes ___ No (Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)  Were you ever discharged by any company? ___ Yes ___ No    If yes, give name of company(s): _____  Reason for discharge: _____  Have you ever been convicted of a crime other than a minor traffic violation? ___ Yes ___ No. If yes, please explain offense and final disposition: _____
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## Employment History

List employment starting with your most **recent** position. May we contact your present employer? \_\_\_ Yes \_\_\_ No Past employer? \_\_\_ Yes \_\_\_ No  
Please indicate if you were employed under a different name. \_\_\_\_\_

Dates	Name and Location of Employer	Position Held & Supervisor	Salary or Wages	Reason for Leaving
From: ___/___/___ Mo. Yr.	Name	Job Title	Starting:	
	Address City State	Supervisor	Final:	
	Phone ( )			
To: ___/___/___ Mo. Yr.	Name	Job Title	Starting:	
	Address City State	Supervisor	Final:	
	Phone ( )			
From: ___/___/___ Mo. Yr.	Name	Job Title	Starting:	
	Address City State	Supervisor	Final:	
	Phone ( )			

## U.S. Military Service (complete if applicable)

From: \_\_\_\_\_ To: \_\_\_\_\_

Branch of Service	Technical Specialization	Rank Attained	Type of Discharge

Do you have any physical limitations that would prevent you from standing all day or lifting up to 50lbs? Yes \_\_\_ No \_\_\_

If yes please describe: \_\_\_\_\_

## Personal References

Personal references (do not list relatives)

Name	Address	Phone #	Title	Years Known

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, integrity, employment, general reputation, educational background, driving record, credit record and criminal history report.

In the event of employment, I understand that any false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of Book Country Clearing House, LLC.

I understand and agree that if employed, employment will be "at will". That is, either I or Book Country Clearing House, LLC. may end the employment relationship at any time, for any reason, or for no reason. I understand that acceptance of this application by Book Country Clearing House, LLC. does not imply employment and that this application and/or any other Book Country Clearing House, LLC.'s documents are not contracts or employment.

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

Date: \_\_\_\_\_



**NOTICE AND ACKNOWLEDGMENT**  
**IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT**

**NOTICE REGARDING BACKGROUND INVESTIGATION**

Book Country Clearing House ("the Company" or "Employer") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with employers and/or associates. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Background Investigations, Inc. (EBI), P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a Summary of Your Rights Under the Fair Credit Reporting Act. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from EBI all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, 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 (including, but not limited to, driving and/or motor vehicle records, transcripts, grades and attendance records, employment history, salary information and references, drug and alcohol testing results) requested by EBI acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

**TO BE COMPLETED BY APPLICANT**

The Following Information Is True And Correct To The Best Of My Knowledge And Will Be Used For Background Screening Purposes Only.  
 Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name																								
First Name										Middle Name														
Other Last Names Used																								
Current Address																		Apt.						
City										St.		Zip												
Date of Birth (mm/dd/yyyy)										Social Security No.														
Driver's License No.																		St.						
Other States and Counties I Have Lived	State		County				Zip Code		Frm (Yr)		To (Yr)		State		County				Zip Code		Frm (Yr)		To (Yr)	
	1												3											
	2													4										

Applicant 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)

