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Kinston, NC 28502

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CurtisCC.com

## APPLICATION FOR EMPLOYMENT

*It is the policy of Curtis Construction Company, Inc. to provide equal employment opportunities without regard to race, color, sex, national origin, religion, creed, disability, citizenship status, or any other condition protected by law.*

### Personal Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle:</b>
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone:</b>	<b>Type of Work Desired:</b>	<b>Wage Desired:</b>
<b>If a current employee referred you, please provide their name:</b>		

	YES	NO
<b>Are you either a U.S. Citizen or legally authorized to work in the U.S.?</b>		
<b>If you are under 18 years of age, can you provide the required proof of your eligibility to work?</b>		
<b>Do any of your friends or relatives, other than a spouse, work here?</b>		
<b>Have you ever been convicted of a crime? If yes, provide details in the box below.</b>		
<b>If you answered yes to the question above, for what offense, where, and when? (Conviction will be considered in light of the job(s) in which you are applying.)</b>		

### Education

<b>Please list the Highest Grade Completed: (Grade School/High School/College/Graduate School)</b>
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### Professional Licenses and/or Certifications

<b>Please list any professional licenses and/or certifications you currently hold that may be applicable to the job in which you are applying. (List Type, Organization or State Issued, Date Issued, and License No. if applicable)</b>
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### Additional Information

<b>State any additional information you feel may be helpful to us in considering your application, including any roofing-related skills, and any job-related training in the U.S. Military.</b>
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## Previous Work Experience

<b>Present or Last Employer:</b>	
<b>Address:</b>	<b>Phone Number:</b>
<b>Supervisor's Name:</b>	<b>Phone Number:</b>
<b>Date of Employment:</b>	<b>Salary:</b>
<b>Duties:</b>	<b>Reason for Leaving:</b>
<b>Employer:</b>	
<b>Address:</b>	<b>Phone Number:</b>
<b>Supervisor's Name:</b>	<b>Phone Number:</b>
<b>Date of Employment:</b>	<b>Salary:</b>
<b>Duties:</b>	<b>Reason for Leaving:</b>
<b>Employer:</b>	
<b>Address:</b>	<b>Phone Number:</b>
<b>Supervisor's Name:</b>	<b>Phone Number:</b>
<b>Date of Employment:</b>	<b>Salary:</b>
<b>Duties:</b>	<b>Reason for Leaving:</b>

## Applicant Certification

*I certify that all information given on this application is true, correct, and complete. I understand that misrepresentation or omission of facts will be cause for cancellation of my consideration for employment or dismissal if employed. I further understand that an offer of employment will be conditioned upon successful completion of a background check and drug test and that continued employment will be subject to the terms and conditions of the Company's Drug and Alcohol Policy.*

<b>Date:</b>	<b>Signature:</b>
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*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 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:
  - o a person has taken adverse action against you because of information in your credit report;
  - o you are the victim of identity theft and place a fraud alert in your file;
  - o your file contains inaccurate information as a result of fraud;
  - o you are on public assistance;
  - o 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 1-888-5-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 [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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<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, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. 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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>



**Mind Your Business, Inc.**  
500 Beverly Hanks Ctr, Hendersonville, NC 28792  
Tel: (828) 698-9900 Fax: (828) 698-9918  
Email: mail@mybinc.com

## **DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT**

Curtis Construction Co., Inc. may seek background information about you from a consumer reporting agency (“agency”) for employment purposes. The agency will produce this information in a consumer report, an investigative consumer report, or both. Curtis Construction Co., Inc. may obtain these reports any time after you authorize to obtain them. That means Curtis Construction Co., Inc. may obtain a report any time during your employment (if Curtis Construction Co., Inc. hires you).

A consumer report includes information that bears on your credit standing, character, general reputation, or other personal characteristics. Consumer reports may include credit reports, criminal records, driving records, and other resources.

An investigative consumer report includes similar information. It also includes information from interviews with people who are acquainted with you or who may have relevant information about you.

You can ask Curtis Construction Co., Inc. for information about the nature and scope of any investigative consumer report about you that it obtains. You must make your request in writing within a reasonable time after you receive this disclosure.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



Mind Your Business, Inc.  
 500 Beverly Hanks Ctr, Hendersonville, NC 28792  
 Tel: (828) 698-9900 Fax: (828) 698-9918  
 Email: mail@mybinc.com

**AUTHORIZATION TO OBTAIN CONSUMER REPORT  
 OR INVESTIGATIVE CONSUMER REPORT**

By signing this Authorization, I acknowledge that I have received and read the document titled *Disclosure of Intent to Obtain a Consumer Report or Investigative Consumer Report*, as well as a copy of the document titled *A Summary of Your Rights Under the Fair Credit Reporting Act*.

I authorize Curtis Construction Co., Inc. to obtain a consumer report or investigative consumer report about me from **Mind Your Business, Inc. ("MYB")**. I understand and agree that the information contained in any consumer report MYB provides will be used to determine my eligibility for employment and, if I am hired, my eligibility for continued employment, and that action may be taken by Curtis Construction Co., Inc. based on this information.

I further authorize law-enforcement agencies; public and private schools; federal, state, and local agencies and courts; credit bureaus; information bureaus; current and former employers; financial institutions; licensing agencies; the military; and other individuals and entities to provide any information that is requested by MYB or Curtis Construction Co., Inc.. This information may include alcohol and controlled-substance information from my previous employers.

To assist Curtis Construction Co., Inc. in obtaining a consumer report, I am providing the following information. I understand that providing this information is voluntary; however, without this information, MYB may be unable to properly identify me if it discovers inaccurate information during its background investigation.

I certify that the information that I am providing on this form is true and correct. I understand that any information I provide in an employment application or that I otherwise disclose during my employment may be used to obtain consumer reports and investigative consumer reports.

Full Name (Printed)	First	Middle	Last	Maiden/Other
Signature			Date	

**MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box**

(\*You may elect to call MYB directly at (888) 758-3776 with this information)



**Complete Residence Address**

Street Number/PO Box \_\_\_\_\_ Street Name \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Date of Birth\* \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

Gender \_\_\_\_\_ Race \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Please list all additional residences that you have resided in during the past 7 years:**

Street Number/ PO Box \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Street Number/ PO Box \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Street Number/ PO Box \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_