



EMPLOYMENT APPLICATION

If you need a reasonable accommodation in order to complete this application form, please notify Human Resources. All questions must be answered completely. A resume may be attached to the application form, but does not take the place of the information requested. **Please print to use a typewriter to complete this form.**

PERSONAL INFORMATION

Name (Last, First and Middle)		SSN	Birth Date	
Present Address	City	State	Zip	Phone Number
Permanent Address (if different)	City	State	Zip	Cell Number
Are you 18 years of age or older?	Yes	No	After employment, can you provide proof that you are legally permitted to work in the United States?	
			Yes	No

EMPLOYMENT DESIRED

Position	Date you can start	Salary Desired	Availability	
			Full Time	Part Time
Have you worked for us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes...	Are you employed now?	Yes No
Where?	_____		May we contact your present employer	Yes No
When?	_____		Friend/relative you have at IFF	_____
Exact reason(s) for leaving:	_____		Person who referred you to IFF	_____
Name of last IFF Supervisor:	_____		If referred by an ad, please indicate source:	_____

FORMER EMPLOYERS – List former employers, starting with the most recent. Attach additional sheet if necessary.

Employer Name, Address and Telephone	Start Date	End Date	Start Salary	End Salary	Job Title	Supervisor Name/Title	Job Termination
							<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary
							<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary
							<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary
							<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary
							<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary



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EDUCATION

High School	Location	# of Yrs Attended	Did You Graduate?	Course/Major/Minor Studied
College(s)	Location	# of Yrs Attended	Did You Graduate?	Course/Major/Minor Studied
Graduate School	Location	# of Yrs Attended	Did You Graduate?	Course/Major/Minor Studied
Trade/Business School	Location	# of Yrs Attended	Did You Graduate?	Course/Major/Minor Studied

MILITARY SERVICE

Describe any military service skills that may be relevant to the job to which you are applying.

PERFORMANCE OF JOB-RELATED FUNCTIONS

Are you able to perform the essential functions of the job for which you are applying (with or without accommodation)?

Yes NO

CRIMINAL HISTORY – A conviction (felonies or serious misdemeanors) will not necessarily disqualify an applicant.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? *

Yes No How many?

Explain fully each conviction (and guilty or nolo contendere plea)

* Do not identify marijuana-related misdemeanor convictions occurring more than two years ago or convictions for which the criminal record has been expunged, sealed, or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

REFERENCES – Please give names of three persons that you have known at least one year to whom you are not related; include at least two past/present Supervisors.

Name _____ Address _____ Telephone _____ # of Years Known _____

AUTHORIZATION – Important: please read carefully and initial each paragraph before signing the application.

_____"I declare under penalty of perjury that the information contained in this application and any resume or other documentation submitted is true and complete to the best of my knowledge."

_____"I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment if discovered at a later date."

_____"I agree to immediately notify InterFi if I should be convicted of any crime while my job application is pending or during my period of employment, if hired."

_____"I give permission for a pre-employment drug screening exam."

_____"I give permission for a complete background check."

_____"I understand that after being offered employment I may be required to take a physical examination. I consent to the release of any and all medical information and records that the examining physician requests."

_____"I understand that if hired I may be required to sign a company arbitration agreement."

_____"I understand that if hired I may not hold other employment unless given permission in writing by InterFi."

Compliance With Rules

"If employed, inconsideration of my employment, I understand that I must comply with the rules, regulations, policies and procedures set forth by InterFi."

Agreement for At-Will Employment

"I understand and acknowledge that my employment will be at-will and may be terminated without cause and with or without notice at any time at the option of myself or InterFi. Only InterFi's COO has the authority to enter into an employment agreement for a specified period of time or for the termination only for cause, and any such agreement must be in writing. Except to the extent I am covered by such a written agreement, I understand and acknowledge that this constitutes the entire agreement between me and InterFi regarding the term of my employment and supersedes any other oral or written agreement."

Disclosure to Employment Applicant Regarding Procurement of a Consumer Report

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the reverse side of this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

This report will be processed by:
ADP Screening and Selection Services
301 Remington Street
Fort Collins, Colorado 80524
800/367-5933

Applicant's Name: _____
(Please Print)

Applicant's Address:

City/State/Zip:

Signature:

Social Security Number: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 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 or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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 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 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,

Give copy with Summary of Rights to applicant. Retain a copy for your files.

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.

- **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.

- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

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. Federal enforcers are:

Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051
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TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306

