



EMPLOYMENT APPLICATION

Today's Date: _____

(Please Print)

First Name		Middle Initial	Last Name	
Home Address (Number and Street)		City	State	Zip
Social Security No.		Telephone ()	Message No. ()	
Specific Position Applying For		Date You Can Start	Expected Salary	
Are You Currently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No				

EMPLOYMENT HISTORY

EMPLOYER	EMPLOYMENT DATES	SALARY	POSITION
Name	From	Starting	Starting
Address	To	Ending	Ending
Phone	Supervisor (Name & Title)		
Reason for Leaving	May We Contact This Employer?		

Name	From	Starting	Starting
Address	To	Ending	Ending
Phone	Supervisor (Name & Title)		
Reason for Leaving	May We Contact This Employer?		

Name	From	Starting	Starting
Address	To	Ending	Ending
Phone	Supervisor (Name & Title)		
Reason for Leaving	May We Contact This Employer?		

List Periods Unemployed of More Than 30 Days and Explain

EDUCATION

Circle Highest Grade Completed	Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	School Name, Location (City, State)		
College or University	Location (City, State)	Graduated? Yes or No	Type Degree Earned	College Major	
Vocational Correspondence, Military Or Other Training	Location (City, State)	Graduated Yes or No	Type Degree Earned	College Major	



APPLICANT RELEASE
ClearPoint Financial Solutions, Inc. (CFS)

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that CFS will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my 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 CFS and/or any of their agents. This authorization and consent 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: _____

Other Drivers License #s: _____ Issuing State: _____

Home Addresses (for the last 7 years, list most current first -- use back for more space):

Street: _____ City: _____

State: _____ County: _____ Zip: _____

Dates: From _____ To _____

Street: _____ City: _____

State: _____ County: _____ Zip: _____

Dates: From _____ To _____



APPLICANT RELEASE

In connection with my application for employment with ClearPoint Financial Solutions Inc. (CFS), I understand that an investigative background check will be made on me including but not limited to obtaining a consumer report (also known as credit report) from one or more national credit reporting agencies for employment purposes. I hereby consent to CFS conducting and/or obtaining such a check and/or report, and I release all parties involved from liability and responsibility for doing so.

I understand that a credit report means any communication of any information by a consumer reporting agency bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for employment purposes, including but not limited to evaluating me for employment, promotion, reassignment or retention as an employee.

By signing below, I am authorizing CFS to obtain a credit report or other investigative background check on me as part of CFS' pre-employment background screening process. If I am employed by CFS, I further authorize CFS to obtain additional credit reports or investigative background checks on me for employment purposes at any time during my employment.

Applicant's **PRINTED** Name

Applicant's **SIGNATURE**

Date

PLEASE RETAIN FOR YOUR RECORDS

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 tge FCRA, 15 U.S.C §§ 1681=1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA give 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 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 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 because of 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 date – 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 CRAs 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, or for reports that contain medical information.** A CRA may not give out information about you to your employer (or prospective employer) without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit and insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the list for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **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.