



**CSG**

**CONTRACT SERVICES GROUP, INC.**

*Customer Focused, Quality Driven, Environmentally Responsible*

**APPLICATION FOR EMPLOYMENT**

*Please answer ALL questions. Incomplete applications will not be considered. Email this application and any personal resumes you may have to [jobs@csqcares.com](mailto:jobs@csqcares.com). Resumes are not a substitute for a completed application.*

TO APPLICANT: We appreciate your interest in Contract Services Group, Inc. A clear and full understanding of your background and work history will aid in placing you in a position that best meets your qualifications. Applicants will be considered without discrimination because of race, color, sex, age, religion, national origin, marital status, disability, veteran's status or other legally protected status.

Name \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

Present Address (Street, Apt. or Unit No.) \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Email Address \_\_\_\_\_ 2<sup>nd</sup> Phone Number ( ) \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Position Applying for: \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_ Desired Salary \_\_\_\_\_

Have you ever worked for CSG before?(Yes/No)\_\_\_\_\_ If so, please indicate employment date/s: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_ If referral, please provide full name: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Are you seeking Full-time or Part-time work? \_\_\_\_\_ Available Shift/s?  (7a-3p)  (4p-12a)  (10p-6a)

**California Applicants Only:** In the last seven years have you ever been convicted of a felony that hasn't been sealed or expunged OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; and (2) an offence for which you were referred to, and participate in, any pretrial or post trial diversion program? (Answering yes will not necessarily be a bar to employment and will be considered in relationship to the position in which you are applying)  Yes  No

If Yes, state the nature of the offense and the date the offense took place \_\_\_\_\_

**Applicants in all states other than California:** Have you been convicted of a felony offense within the last seven years that hasn't been sealed or expunged? (Answering yes will not necessarily be a bar to employment and will be considered in relationship to the position in which you are applying)  Yes  No

If Yes, state the nature of the offense and the date the offense took place \_\_\_\_\_

List your computer, foreign language skills and or work experience that you feel qualifies you for the job for which you are applying:

\_\_\_\_\_

Education	School Name and Location	Course of Study	Graduate?	Years	Degree/Diploma
High School					
College					
Post-Graduate					
Bus./Tech./Trade					

**LIST BELOW ALL PRESENT AND PAST EMPLOYMENT BEGINNING WITH MOST RECENT**

List 10 Years of Employment History and Explain any Gaps in Employment

Name and Address of Company	Date Employed:		Compensation:	
	From:	To:	From:	To:
	Job Title			
Phone	Supervisor's Name			
Duties				
Reason Left				

Name and Address of Company	Date Employed:		Compensation:	
	From:	To:	From:	To:
	Job Title			
Phone	Supervisor's Name			
Duties:				
Reason Left				

Name and Address of Company	Dates Employed:		Compensation:	
	From:	To:	From:	To:
	Job Title			
Phone	Supervisor's Name			
Duties				
Reason Left				

I certify that all the information on this application, my resume, or any supporting documents is correct, and I understand that any misrepresentation or omission of any information will result in disqualification from consideration for employment or if employed, my termination.

I understand that this application is not a contract, offers or promise of employment. If hired, I will be able to resign at any time for any reason. Likewise, Contract Services Group, Inc. can terminate my employment at any time, with or without any reason.

I authorize Contract Services Group, Inc. or its agents to investigate all statements contained in this application and/or resume. I further understand that a credit and background check may be made including, but not limited to, consumer credit history, criminal history, driving record, employment, military, education and general public records which will provide information concerning my character and general reputation. I hereby authorize my former employers, educational institutions or other reference providers to furnish all information pertaining to my work or educational record. I release my former employers, educational institutions, supervisors, and references from all liability on account of furnishing information to Contract Services Group, Inc. or its agents.

Should I wish to obtain a copy of the consumer credit history report if made, it will be provided upon written request. I hereby release from liability Contract Services Group, Inc. and its representatives from seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that, as a condition of employment, I may be required to sign a non-complete agreement, a conflict of interest statement, and or an arbitration agreement and I hereby agree to arbitrate all disputes regarding my application for employment and any employment related matters rather than resolving them in court or other forum. I understand that the company may now have, or may establish, a drug-free workplace or a post-accident drug-testing program. If it has one now and I am offered a conditional offer of employment, I agree to work under the conditions requiring a drug-free workplace. I also understand that all employees of the location may be subject to urinalysis and or blood screening or other medically recognized tests designed to detect the presence of alcohol and/or controlled drugs. If detected, the offer of employment will be withdrawn. If employed, I understand that the taking of alcohol and or drug tests is a condition of continual employment and I agree to undergo random, fitness for duty, return to work and reasonable suspicion alcohol and drug testing. Refusal to take such tests when asked may result in termination.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Type name to signify that you have read, understand and agree to all content)

This application is current for only sixty (60) days. At the conclusion of this time, if you have not heard from the company and still wish to be considered for employment it will be necessary for you to complete a new application.

<b>Hiring Manager Notes:</b>



**Release Authorization**

I hereby give my permission for Contract Services Group, Inc. and RTI Inc. through its ScanScreener online background checking software to obtain information relating to my Social Security Number, criminal and/or credit history record if permitted by law. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct. I understand that information may be gathered or obtained on electronic database through a potentially fallible source and I assume full responsibility for any inaccurate or incomplete identifying information submitted or received as a result of inaccurate or incomplete identifying information provided from reporting agencies. I understand that information regarding sex, race and date of birth is requested for the sole purpose of gathering the above information as accurately as possible, and will not be used to discriminate against me in violation of any law. A telephonic facsimile (FAX), electronic or a photographic copy of this authorization shall be valid as the original. I also understand that as long as I remain an employee of a firm utilizing ScanScreener, the criminal history records check may be repeated at any time. I understand that I will have the right to review the criminal history as received if I request it, and a procedure is available for clarification if I dispute the record as received.

By this Release Authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnify Contract Services Group, Inc., RTI Inc., their officers, employees and representatives, agents, subcontractors and independent contractors and any other person entity, organization or institution furnishing information to them or utilizing ScanScreener technology from any and all liabilities, of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of information obtained from reporting agencies and any other claim or cause of action arising out of the furnishing, inspecting or copying of any documents, files, record and other information.

**Fair Credit Reporting Act Notice:**

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs.

The depth of information available varies from state to state. Status of updates is available on request. Although every effort has been made to assure accuracy, RTI ScanScreener cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. It is understood that Contract Services Group, Inc. is familiar with an will abide by their obligations, as stated in the FCRA, to the individuals named in these reports.

**Notice to California Candidates:**

You have a right to obtain a copy of any consumer report or investigative consumer report obtained by Contract Services Group, Inc., by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

I request to receive a free copy of this report by checking this box

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Contract Services Group, Inc. during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by contacting RTI ScanScreener by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file.

SS Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (# de Seguro Social) (Fecha de Nacimiento) (Firma)

PLEASE PRINT YOUR FULL NAME \_\_\_\_\_ OTHER NAMES YOU HAVE USED \_\_\_\_\_  
 (Imprima nombre completo) (Imprima otros nombres que haya usado)

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_  
 (Domicilio) (Ciudad) (Estado) (Zona Postal) (Condado)

DRIVERS LICENSE NUMBER \_\_\_\_\_ STATE ISSUING \_\_\_\_\_ NAME ON LICENSE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_  
 (# de licencia de manejo) (Estado que expidió) (Nombre en la licencia) (Fecha de expiración)

PLEASE LIST FORMER ADDRESSES AND COUNTIES OF RESIDENCE BELOW:  
 (Por favor liste previos domicilios y condados donde ha vivido)

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_  
 (Domicilio) (Ciudad) (Estado) (Zona Postal) (Condado)

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  NO  YES  
 (Ha sido convicto de un crimen?) (No) (Si)

If yes, please provide city and state of conviction and details of conviction.  
 (Si es así, por favor provea la ciudad y el estado de convicción y detalles de ella.)



## NOTIFICATION AND AGREEMENT

**PLEASE READ BEFORE SIGNING**

To: Any person, organization or agency having knowledge of my conduct or activities; or Any past or present employer; or Any Dean, Registrar, Principal, Counselor, Instructor or other Authorized person at a School (High School, College, University, Trade School, or other); or Any Doctor, Hospital, Clinic or Sanitarium; or Any Department or Agency of City, County, State, or Federal Government.

**I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

**It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.**

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

If hired, I agree to abide by all the company rules and regulation, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me, I further understand that no representation, whether oral or written by any representative or agent of the Company, at any time, can constitute a contract of employment. I understand that the Company and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the company, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the President or Executive Vice President, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application (or any other accompanying or required documents) by me. I understand that any misrepresentations or omission of facts called for in this application is cause from dismissal. Further, I UNDERSTAND AND AGREE THAT ALL TERMS OF MY EMPLOYMENT WILL BE AS SPECIFIED IN MY HIRING LETTER WITHOUT ANY PRECONDITIONS.

Signature

Please Print Name

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).
- **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).
- **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.ftc.gov/credit](http://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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
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 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
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
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture
	Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051