



# Employment Application

Complete all information. An incomplete application may disqualify you from further consideration.

Position Title You Are Applying For: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ Email \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, are you authorized to work in the U. S.? \_\_\_\_\_ Yes \_\_\_\_\_

No Have you ever worked for this company? \_\_\_\_\_ Yes \_\_\_\_\_ No If  
so, when? \_\_\_\_\_

## EDUCATION

High School Name : \_\_\_\_\_ Address \_\_\_\_\_  
(Street/City/State/Zip Code)

Graduated/GED \_\_\_\_\_ Yes \_\_\_\_\_ No

College: \_\_\_\_\_ Address \_\_\_\_\_  
(Street/City/State/Zip Code)

Major \_\_\_\_\_ Dates Attended (MM/YR) \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Business Trade/Technical: \_\_\_\_\_ Address \_\_\_\_\_  
(Street/City/State/Zip Code)

Major \_\_\_\_\_ Dates Attended (MM/YR) \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

## PAST EMPLOYMENT REFERENCES

(This is my Current Employer\_Yes,No)

Company \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone # \_\_\_\_\_ City/State \_\_\_\_\_

Company \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone # \_\_\_\_\_ City/State \_\_\_\_\_

Company \_\_\_\_\_ Job Title \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone # \_\_\_\_\_ City/State \_\_\_\_\_

**PAST EMPLOYMENT EXPERIENCE**

1. Employer \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Work Phone # \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact them?  Yes  No

2. Employer \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Work Phone # \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact them?  Yes  No

3. Employer \_\_\_\_\_ Start Date (MM/YR) \_\_\_\_\_ to End Date (MM/YR) \_\_\_\_\_

Work Phone # \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact them?  Yes  No

**Please list any transferable skills you possess that are required or applicable to the position (e.g., Computer skills, languages, etc.)**


### MILITARY SERVICE

Did you serve in the U.S. Arm forces? \_\_\_\_ Yes \_\_\_\_ No If "Yes" in what Branch \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Describe any training relevant to the position for which you are applying \_\_\_\_\_

### REFERRAL SOURCE

Walk-In \_\_\_\_\_ Company Website \_\_\_\_\_ Other (Please list) \_\_\_\_\_

State Names of relative & friends working for us \_\_\_\_\_

### PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

By my signature below, I certify that the information on this application and its supporting documents is true, accurate and complete. I understand and agree that failure to fully complete this application, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment - or termination after employment - if discovered at a later date. I authorize DHX-Dependable Hawaiian Express, Inc. / Our Best Assets, Inc. / Dependable Global Express, Inc. (The "Dependable Companies") to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand and agree that if I become employed by The Dependable Companies, my employment will be at-will and can be terminated at any time by either me or the company, with or without cause or advance notice, for any reason or for no reason at all (other than a reason prohibited by law).

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Dependable Companies are an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, religion, color, sex, sexual orientation, gender expression or identity, pregnancy, age, marital status, veteran status, national origin, disability, medical condition, genetic information, or any other protected category prohibited by law. We are a drug free workplace.**



## Our Best Assets, Inc

### **INVESTIGATIVE CONSUMER REPORT DISCLOSURE**

Our Best Assets, Inc. (the “Company”) may request an investigative consumer report on you. An investigative consumer report is a type of consumer report that involves personal interviews conducted for the Company by a consumer reporting agency (CRA), commonly with an individual’s prior employers or references. The investigative consumer report may include information about your character, general reputation, personal characteristics, and/or mode of living. You have the right to request more information about the nature and scope of any investigative consumer report obtained on you by contacting the Company.

Additionally, the federal Fair Credit Reporting Act gives you specific rights in dealing with CRAs. You will find these rights summarized in a separate document titled [A Summary of Your Rights Under the Fair Credit Reporting Act](#).

### **BACKGROUND CHECK DISCLOSURE**

Our Best Assets, Inc. (The Company”) may obtain a consumer report(s) (also known as a background check report) about you from a consumer reporting agency for employment purposes, including as an applicant for employment or from time to time during your employment.

*Para informacion en espanol, 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 the 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:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity 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, 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 1-888-567-8688.
- 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:**

#### **DOCUMENT**

Our Best Assets, Inc (the "Company") may order an "investigative consumer report" (a background check report) on you in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). The investigative consumer report may contain information about your character, general reputation, personal characteristics, and mode of living. As allowed by law, such reports may contain the following information pertaining to you: credit history; public records; a Social Security number verification; driving records; military service; credentials/certifications; and verification of prior employment and education. **The Company may not order an investigative consumer report about you without your written authorization** (which you may provide through a separate document called the Authorization for Background Checks).

The agency conducting the investigation and preparing the background report for the Company is ADP Screening and Selection Services, Inc. (ADP SASS), at 301 Remington Street, Fort Collins, CO, 80524; phone number 800-367-5933; website, <http://www.adpselect.com>. This website contains information concerning ADP SASS' privacy practices.

#### **A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22**

(a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

(b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:

(1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.

(2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

(3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

(c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.

(d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.

(e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

(f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written

statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

### **ADDITIONAL BACKGROUND CHECK DISCLOSURES**

**DISCLOSURE FOR REGULATED TRANSPORTATION POSITIONS:** The consumer reporting agency ADP Screening and Selection Services, Inc. (ADP SASS) will prepare the consumer report (background report) for Our Best Assets, Inc. (the "Company"). ADP SASS is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at [www.adpselect.com](http://www.adpselect.com). ADP SASS does not make any decisions to take adverse action. If the Company makes a decision to take adverse action based in whole or in part on the consumer report, ADP SASS will not be able to provide specific reasons why the adverse action was taken.

You have the right to obtain a free copy of a consumer report on you from the consumer reporting agency which prepared your background report, under various circumstances, including but not limited to where you receive notice that an adverse action has been taken toward you based on the consumer report. In that instance, you have the right to a free copy of the report provided that you make the request within 60 days of the date that you received the notice of adverse action. You have the right to dispute, with the consumer reporting agency, the accuracy or completeness of any information in a consumer report furnished by the agency.

### **AUTHORIZATION FOR BACKGROUND CHECKS**

I instruct and authorize Our Best Assets, Inc. (the "Company") to obtain a consumer report(s) (or background check report(s)) on me, including any investigative consumer reports and any consumer credit reports.\* I also agree that a copy of this form is valid like the signed original.

The consumer reporting agency (CRA) ADP Screening and Selection Services, Inc. (ADP SASS) will conduct the background check and prepare the background check report for the Company. ADP SASS is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933, or at [www.adpselect.com](http://www.adpselect.com).

I understand that, as allowed by applicable law, the Company may rely on this authorization to order additional background check reports, including investigative consumer reports and any consumer credit reports\* (1) during my employment or time as a volunteer or independent contractor, as applicable, and (2) from any CRA other than ADP SASS without asking me for my authorization again. I understand the Company may order background check report(s) under my legal name and any other names I may have used.

I also instruct and authorize the following persons, agencies, and entities to disclose to ADP SASS and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. As allowed by law, such disclosures may contain the following information pertaining to me: credit history\*; public records; a Social Security number verification; driving records; military service; credentials/certifications; worker's compensation injuries; and verification of prior employment and education.

**\*I understand that I am instructing and authorizing the Company to obtain a consumer credit report only to the extent permitted by law. If I reside or anticipate being employed in New York City, I understand that I am not being asked to authorize a consumer credit report by signing this document.**

By signing below, I understand that I am agreeing to the terms contained in this document.

If you live or work for the Company in California, Minnesota or Oklahoma: Check this box if you would like a free copy of your background check report: •

Please print your full legal name:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date (Month/Day/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

**BACKGROUND CHECK INFORMATION**

The information requested below is collected solely for the purpose of aiding the Consumer Reporting Agency (CRA) in completing a background check on you.

First Name \_\_\_\_\_ Middle Name (required) \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Email Address: \_\_\_\_\_

For Identification Purposes Only: Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Social Security Number \_\_\_\_\_

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

Enter Nickname(s) Used \_\_\_\_\_

Enter Any Other Names Used (including maiden names):

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Prior Street Address \_\_\_\_\_

Prior City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)