

# Crabbe, Brown & James, LLP

500 S. Front Street, Suite 1200  
Columbus, Ohio 43215  
614.228.5511

## EMPLOYMENT APPLICATION

We deeply appreciate your interest in our firm and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. Qualified prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status.

P E R S O N A L	Name (Last)                      First                      Middle		Social Security Number		
	Home Address		City	State                      Zip	
	Daytime Telephone Number (     )	Alternate Contact Number (     )	List any friends or relatives employed by us:		
	Position Desired:		Pay Expected: Annual _____ Hourly _____		
	Are you legally eligible for employment in the U.S.? Yes ( ) No ( )	Have you ever applied for employment with us? Yes ( ) No ( ) If yes, when: _____ What position: _____			
	When are you available to start?	Do you Smoke? Yes ( ) No ( )	Are you willing to work overtime? Yes ( ) No ( )		
	Are you currently or have you been a party to any lawsuits in the past 5 years? Yes ( ) No ( )				
	Have you ever been convicted of or plead guilty to a crime other than a minor traffic violation? Yes ( ) No ( ) If yes, explain briefly: _____				

E D U C A T I O N	High School Attended	City / State	Year	Major	Degree Obtained
	College	City / State	Year	Major	Degree Obtained
	College	City / State	Year	Major	Degree Obtained
	Technical/Trade/Other	City / State	Year	Major	Degree Obtained

S K I L L S	Typing: wpm _____	Other special training or qualifications:
	Word Processor Experience: Yes ( ) No ( ) Type of WP:	
	Dictating Experience: Yes ( ) No ( )	

E M P L O Y M E N T  H I S T O R Y	Company Name	Telephone Number ( )	Dates Employed (mo/yr) From:_____ To:_____	
	Address	City	State ZIP	
	Name of Supervisor	Title	Position Held	Salary Annual_____
	Reason for leaving?			Hourly_____
	Company Name	Telephone Number ( )	Dates Employed (mo/yr) From:_____ To:_____	
	Address	City	State Zip	
	Name of Supervisor	Title	Position Held	Salary Annual_____
	Reason for leaving?			Hourly_____
	Company Name	Telephone Number ( )	Dates Employed (mo/yr) From:_____ To:_____	
	Address	City	State Zip	
	Name of Supervisor	Title	Position Held	Salary Annual_____
	Reason for leaving?			Hourly_____
	Company Name	Telephone Number ( )	Dates Employed (mo/yr) From:_____ To:_____	
	Address	City	State Zip	
	Name of Supervisor	Title	Position Held	Salary Annual_____
	Reason for leaving?			Hourly_____

We may contact the employers listed above unless otherwise noted. Please indicate the employers you wish us not to contact.			
Employer:_____	Employer:_____	Employer:_____	Employer:_____
Reason:_____	Reason:_____	Reason:_____	Reason:_____

**PLEASE READ AND SIGN**

I warrant that the information given here is true and accurate, and I authorize you to conduct an investigation of my application contacting any necessary agency or individual to satisfy outstanding inquires. I understand that any false or misleading information furnished by me on this application form or in conjunction with my application for employment may result in rejection of the application for employment by this firm, or in the termination of employment. If employed, I agree to provide any additional information required for the firm's records and to comply with all firm polices, rules and regulations. If employed, I understand that my employment and compensation are at will and can be terminated, with or without cause, and with or without notice, at any time, at the option of either the firm or myself.

Signature of Applicant:\_\_\_\_\_ Date:\_\_\_\_\_

# FAIR CREDIT REPORTING ACT NOTIFICATION AND AUTHORIZATION FOR USE OF CONSUMER REPORTS

As part of Crabbe, Brown & James' procedures for processing employment applications and for other employment purposes, including promotion, transfer, or retention during the term of my employment, I understand that a consumer report and/or an investigative consumer report may be obtained by the Firm. Such reports may contain information bearing on my credit worthiness, driving record, criminal record, character, general reputation, personal characteristics, or mode of living. I understand that in preparing an investigative consumer report, Consumer Reporting Agencies may conduct personal interviews with the persons I have identified as references, as well as others with whom I am acquainted. I understand that I have the right to request information from the Firm regarding the nature and scope of such an investigation. I hereby authorize the Firm to request consumer reports or investigative consumer reports to be used for employment related purposes, including hiring, promotion, transfer, or retention now or in the future. I hereby authorize and request that any employer, school, police department, financial institution, or other person having information or knowledge about me, furnish the bearer of this authorization with all requested information they have regarding me. I agree and discharge the Firm, its employees, officers, agents, and affiliates, from any and all claims, rights of action or liability of any kind of nature that could result from the Firm's use or reliance upon the information contained in a consumer report.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 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 the FCRA, 15 U.S.C. §§ 1681-1681u. The FCRA gives 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 a 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 the 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 due to 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 data – 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 CRA's 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 to be notified of the change.

**CRA 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 you 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 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 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 lists 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.

