



Northeast Guide Service

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AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Please Print

Date: _____

PERSONAL

Name: _____ Soc. Sec. # _____

Present Address: _____
No. Street City State Zip

Previous Address: _____

E-mail Address: _____

Phone No. (HOME) (____) _____ - _____ Phone No. (CELL) (____) _____ - _____

Are you 18 years of age or over? Yes No

Are you a U.S. citizen? Yes No

Do you have a valid operator's (driver's) license? Yes No

If yes, license number, class, and state _____

EMERGENCY CONTACT

In case of an emergency notify: Name: _____

Address: _____

Phone: (____) _____

MILITARY SERVICE RECORD

Have you ever serviced in the Armed Forces? Yes No

If yes, what branch? _____

Dates of duty: From: _____ To: _____

Present Membership in National Guard or Reserves: Yes No

EMPLOYMENT HISTORY (continued)

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving

Describe the work you did:

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving

Describe the work you did:

May we contact the employers listed above? Yes No If not, indicate which one(s) you do not wish us to contact.

Certifications and Licenses:

THREE (3) REFERENCES:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Background Check Disclosure, Authorization and Release Form Disclosure

This form, which you should read carefully, has been provided to you because Northeast Guide Service LLC may request consumer reports and/or investigative consumer reports on you from a consumer reporting agency. Northeast Guide Service LLC will use any such report(s) solely for employment-related purposes. Consumer reports and/or investigative consumer reports on you will be obtained by a background check vendor and provided to Northeast Guide Service LLC. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, Social Security Number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers' compensation records, personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you on your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. If you are denied employment as a result of information obtained from your background check, Northeast Guide Service LLC will furnish you with a summary of your rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission entitled "A Summary of Your Rights Under the Fair Credit Reporting Act." You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to Northeast Guide Service LLC in conjunction with my job application. I also authorize disclosure to Northeast Guide Service LLC and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information Northeast Guide Service deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I hereby release and hold the vendor and Northeast Guide Service LLC, its officers, directors, employees, and trustees harmless from any and all liability with respect to the consumer reports, investigative consumer reports, investigations, verifications, and/or the use of any information relevant to my employment. I understand that if Northeast Guide Service LLC hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to Northeast Guide Service LLC, Office of Human Resources. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. This Background Check Disclosure, Authorization, and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by Northeast Guide Service LLC.

Applicant's
Signature _____

Print Name: _____

Date: _____ Other Names Used: _____

Social Security Number _____ / _____ / _____ Date of Birth _____

Driver's License # _____ State: _____

Current Address _____ City/Town _____

State: _____ Zip Code: _____

Previous address _____

City/Town _____ State _____ Zip _____

Telephone Number: _____ (home) _____ (cell) _____

E-mail Address: _____

Have you ever been convicted of or entered a plea of guilty or no contest to any felony or misdemeanor (other than a minor traffic violation)? YES NO