

Westlake **ACE** Hardware

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

Westlake Hardware, Inc. is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle initial Email _____

Present Address _____
Street City State Zip

Home Phone _____ Alternative Phone _____

Have you ever pled guilty, no contest, or been convicted of a crime or ordinance violation, other than a minor traffic violation? _____ If yes, describe in full below: (A yes answer will not necessarily exclude you from consideration.)

For Reference Purposes - If you have ever used another name, state name and dates _____

Are you legally authorized to work in the United States? _____

List any friends or relatives working for us _____

Referred by _____

Can you perform the essential functions of the job either with or without a reasonable accommodation? Yes or No
Please circle your answer.

EMPLOYMENT DESIRED

Position desired? _____ Date you can start? _____ Salary desired? _____

Have you ever been employed by us? If yes, when and where? _____

Are you employed now? _____ If so, may we contact your present employer? Yes or No
Please circle your answer.

Please list your availability throughout the week including beginning and ending times.
 (Any offer extended will be based on the availability listed below.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning							
Ending							

WORK EXPERIENCE		List below last four employers, starting with your current or most recent employer.			
Date (Month & Year)	Name, Address and Phone Number of Employer	Salary	Position	Reason for Leaving	Supervisor's Name
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

EDUCATION	Name & Location of School	Years Attended	Diploma/Degree
High School			
College/Trade or Business School			
Certifications/ Language Skills			

REFERENCES				
Give below the names of three persons not related to you, whom you have known at least one year.				
Name	Address	Business	Phone #	Years Acquainted
1.	_____			
2.	_____			
3.	_____			

CONDITIONS & RELEASE

I authorize the Company to verify all statements contained in this application and to make any necessary reference checks except as limited above for present employer. A background investigation may include, but not necessarily limited to, Criminal and Ordinance Convictions, Civil Proceedings Records, Motor Vehicle Records, Employment Records, Education records, and Credit History.

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on the application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

Signature of Applicant

Date

DISCLOSURE AND CONSENT REGARDING PROCUREMENT OF A CONSUMER REPORT

PLEASE READ CAREFULLY

As a condition of your consideration for employment with Westlake Hardware, Inc. ("Westlake"), Westlake may obtain a Consumer Report and/or an Investigative Consumer Report on you.

Westlake intends to use a Consumer Reporting Agency to produce any such report.

Any such report may include, but not be limited to, your creditworthiness, employment, education and social security verifications, criminal and civil court history, DMV records, personal interviews, public records and any information bearing upon your credit standing and capacity, general reputation, mode of living and personal characteristics.

Pursuant to the Fair Credit Reporting Act, in the event Westlake relies upon information in any such report to make an adverse decision regarding your fitness for employment, Westlake will, prior to taking any adverse action, provide you with a copy of any such report, a written summary of your rights under the Fair Credit Reporting Act, and the name, address and phone number of the Consumer Reporting Agency. In the event Westlake takes adverse action by not hiring you, Westlake will provide you with notice of such action.

By signing below, you hereby authorize Westlake to obtain a Consumer Report and/or an Investigative Consumer Report on you. This authorization shall be valid in either original or copy form.

By signing below, you hereby acknowledge that you fully understand the terms of this disclosure and consent.

First Name

--

Social Security Number

Middle Name

--

*Birth Date (mo/day/year)

Last Name

Maiden or Other Name

Driver's License #

(State)

Current Street Address

City

ST

-

Zip Code

Signature of Applicant or Employee

Date of Signature

_____ **OKLAHOMA APPLICANTS ONLY:** Please check here if you would like to request that a copy of your Consumer Report be sent directly to you by our Consumer Reporting Agency.

* Date of Birth is required information for Background Investigation purposes only. Please enter the information in the spaces provided. If you wish this information to remain confidential, before you turn in this form, call 1-866-216-1109 or log onto the website at www.acxiomdob.com. Follow the prompts.

- Store Use Only -

Store # _____

Position Applied For: _____

New Hire or Promotion (circle one)

Store Management - fax this form to Loss Prevention @ (913) 310-3032

Please give the red insert sheet to the applicant

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 also are 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 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 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 or 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.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING

CRAs, creditors and others not listed below

PLEASE CONTACT

Federal Trade Commission
Consumer Response Center- FCRA
Washington, DC 20580 * 202-326-3761

National banks, federal branches/agencies the Currency of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)

Office of the Comptroller of
Compliance Management, Mail Stop 6-6
Washington, DC 20219 * 800-613-6743

Federal Reserve System member banks (except national banks, and federal fairs branches/agencies of foreign banks)

Federal Reserve Board
Division of Consumer & Community Af-
Washington, DC 20551 * 202-452-3693

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 Programs
Washington D.C. 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 * 703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, DC 20429 * 800-934-FDIC

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