

AUTHORIZATION REQUIRED

Class Code: _____

Pay Rate: _____

Mgr. Initials: _____



FOR INTERNAL USE ONLY

Client: _____

ID #: _____

APPLICATION FOR EMPLOYMENT

THE FAILURE TO COMPLETELY ANSWER EACH QUESTION WILL PREVENT FURTHER PROCESSING OF THIS APPLICATION

First Name and Middle Initial	Last Name	Social Security Number
Home Address (Do not use a P.O. Box)		Telephone Number
City or Town, State and Zip Code		Alternate Number or E-Mail Address

IN CASE OF EMERGENCY NOTIFY:

Name: _____

Relationship: _____

Phone Number: _____

MILITARY SERVICE RECORD:

Branch of Service: _____

Discharge Date: _____

Discharge Rank: _____

EDUCATION Do you possess a High School Diploma or G.E.D Certificate Yes No **CURRENTLY ENROLLED** School Name: _____

College, University, Vocational, Technical School, etc.	City, State	High School / Trade School	County of Study	Major	Degree or Certificate	Start/Completion Dates

DESIRED EMPLOYMENT

Position	Date You Can Start	Minimum Salary Expected
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ever Applied to our Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
Ever Worker for our Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
Reason for Leaving our Company:		
How Did You Hear About Us?		

Have you ever been convicted of a Felony?
 Yes No If yes, Explain: _____

Have you ever been convicted of a Misdemeanor?
 Yes No If yes, Explain: _____

Have you ever been given a Deferred Adjudication sentence that has not been successfully completed?
 Yes No If yes, Explain: _____

A "yes" answer to any of the three questions above will not necessarily exclude you from consideration.

Under the Federal Statutes, an employer has the right to make reasonable pre-employment inquiries into your ability to perform job-related functions. Many of the job assignments for our employees require strenuous physical labor for sustained periods of time. The information you give below is for the limited purpose for our managers to determine your ability to perform these related functions and to determine reasonable job assignments for you. It will in no way exclude you from any job which you are able to perform.

Based upon the position you desire, is there any reason that you are not able to perform the duties required, with or without accommodation?
 Yes No If yes, Explain: _____

PERSONAL REFERENCES

Name	Address	Phone Number	# Years Known

FORMER EMPLOYERS

(List below your last three (3) employers, starting with the most recent)

Name of Present or Last Employer		Telephone Number	
Address	City	State	Zip Code
Starting Date	Ending Date	Job Title	
Name of Supervisor	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Salary	Ending Salary
Description of Work			
Reason for Leaving			

Name of Present or Last Employer		Telephone Number	
Address	City	State	Zip Code
Starting Date	Ending Date	Job Title	
Name of Supervisor	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Salary	Ending Salary
Description of Work			
Reason for Leaving			

Name of Present or Last Employer		Telephone Number	
Address	City	State	Zip Code
Starting Date	Ending Date	Job Title	
Name of Supervisor	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Salary	Ending Salary
Description of Work			
Reason for Leaving			

I hereby authorize investigation of all information concerning my previous employment, and any pertinent information such employers may have, personal and otherwise, and release all parties from all liability for any damages that may result from furnishing same to the Company. I declare that all statements contained in this application are true and correct, and understand that false or inaccurate information will be basis for dismissal. I hereby declare that I have legal status to work in the United States. All disputes between me and the Company are subject to final and binding arbitration under the Federal Arbitration Act and the AAA Employment Arbitration Rules and the Company Arbitration Plan

<p>X _____</p> <p>APPLICANT SIGNATURE</p>	<p>_____</p> <p>DATE</p>
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This application shall remain in effect for only thirty (30) calendar days. After that time, if you have not heard from the Company and still wish to be considered for employment, it will be necessary for you to fill out a new application.

APPLICANT AGREEMENT

1. Confidential Information.

(a) Definition. "Confidential Information" means the proprietary information and trade secrets of Company and its customers as described below:

(i) Included in "Confidential Information" are the object code and source code to Company's software, Company's marketing plans and strategies, Company's plans for new product development, Company's technical designs, Company's data dictionaries, information relating to Company's financial status, and any other information that Company marks confidential or by separate memorandum or e-mail informs me is confidential

(ii) Also included in "Confidential Information" is any information of Company's customers that I have access to in performing my employment duties for Company.

(iii) Excluded from "Confidential Information" is information that: (x) I can prove was in my possession before I received it from the Company; (y) is in the public domain through no fault of my own; or (z) I learned from a third party not related to Company. Information licensed by Company to customers under a confidentiality restriction is not considered to be in the public domain.

(b) Nondisclosure. I agree that I will not disclose Confidential Information to any third party not employed by Company unless Company authorizes me to do so in writing. I further agree that I will not use Confidential Information for any purpose except to perform my employment duties for Company. These agreements will continue to apply after I am no longer employed by Company.

2. Return of Company Property. Upon termination of my employment with Company, I will promptly deliver to Company, without copying or summarizing, all material related to Company's business that is in my possession or under my control including, without limitation, all physical property, keys, documents, lists, electronic information storage media, manuals, letters, notes and reports. If I do not return the Company property I agree to have the appropriate funds deducted from my final paychecks.

3. Works Made For Hire. I understand that any work that I create or help create at the request of Company, including software, user manuals, training materials, sales materials, and other written and visual works, are works made for hire in which Company owns the copyright. I may not reproduce or publish these copyrighted works, except in the pursuit of my employment duties.

4. Inventions. Any inventions, discoveries and ideas ("Technology") that I develop while performing work assigned to me by Company are owned by Company. I will sign any assignment or other document requested by Company to establish Company's ownership of the Technology and to permit Company to obtain and retain patents, copyrights, trademarks and other indication of ownership, without charge to Company, but at no expense to me. If there is Technology that I developed before becoming employed by Company and to which I claim ownership, I will provide it to the Company in writing on a separate document signed by both parties.

5. Prior Agreements. I have provided Company copies of all agreements with previous employers under which I have agreed not to compete or otherwise agreed to limit the use of trade secrets.

6. Full Time Employment. While I am employed by Company, I will devote my full time best efforts to Company's business and will not engage in any other business or employment without the prior written approval of Company's President.

7. Injunctive Relief. I recognize that if I breach this Agreement, Company's business will suffer irreparable harm and that remedies at law will be inadequate. I agree that in case of any breach or threatened breach of this Agreement, Company is entitled to immediate injunctive relief or a decree of specific performance of this Agreement, in addition to any other remedies provided by law and without being required to prove irreparable harm or special damages.

8. Entire Agreement; Modifications. This Agreement is my entire agreement with Company with respect to its subject matter and supersedes any prior written or oral understandings pertaining thereto. My obligations under this Agreement may not be changed in whole or in part except by a written agreement signed by the President of Company and me and which specifically refers to this Agreement.

9. Binding Effect. This Agreement may be assigned by Company in connection with any transfer or sale of its business, and shall inure to the benefit of Company and its successors and assigns. This Agreement is binding upon me, my heirs, personal representatives, successors and assigns.

10. Severability. I agree that the provisions of this Agreement are fair and reasonable in light of my employment relationship with Company and the nature of Company's business. Nevertheless, if a court of competent jurisdiction should invalidate any provision of this Agreement, all other provisions shall survive and remain valid and enforceable. If a court of competent jurisdiction should decline to enforce any provision on the ground that it is over broad or unreasonable, that provision shall be narrowed only to the extent required so that it may be enforceable under State law.

11. Captions. Any captions and headings are purely for the convenience of the reader and shall not be used to interpret or construe this Agreement.

12. Governing Law. The interpretation of this Agreement and the obligations hereunder are governed by the laws of the State of Texas.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT AGREEMENT AND APPLICANT STATEMENT.
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Agreement and Applicant Statement

Applicant's Signature: _____

Date: ____/____/____

Release of Records



14550 Torrey Chase, Ste. 100
Houston, Texas 77014
(281) 860-6525

I, the undersigned, do hereby authorize HR&P Solutions, Inc., and any of its affiliates or subsidiaries (HR&P), to examine and investigate all information concerning my previous employment, general background, military service, criminal and driving history, education, civil courts and financial data and any other information such companies, employers or institutions may have or request, personal and otherwise, and hereby release and hold harmless all parties from all liability for any damages that may result from furnishing the same to the HR&P. This release shall include all localities, counties, states, countries and other nations up to the extent allowed by law.

In the event that the information from examination of these records is utilized in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the report and a description, in writing, of your rights under the Federal Fair Credit Reporting Act.

I hereby authorize HR&P to release any and all these records to any client, customer, or agent of HR&P. I agree to indemnify and hold harmless the aforementioned parties from the release of said information.

List the last 3 addresses you have resided at: *(starting with the most recent)*

Address			Months / Years
City	County	State	Zip Code
Address			Months / Years
City	County	State	Zip Code
Address			Months / Years
City	County	State	Zip Code

Signature

Printed Name - Clearly

Social Security Number

Date of Birth

Drivers License or State ID Number and State

Date

Fair Credit Reporting Act Disclosure

Company Name:

In accordance with the provisions of Section 604 (b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.

I have read the attached "Notice to Applicant/Employees Regarding Consumer Reports" and hereby authorize the company to obtain consumer reports and or investigative reports as described.

I understand that I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of any investigative report or other consumer reports that are made, including the name, address and telephone number of the consumer reporting agency.

I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, department of motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to submit information or opinions about myself, including data received from other sources. My employment qualifications may be evaluated as required. I hold said persons and or organizations blameless and without liability for statements or opinions made regarding my character, experience, or qualification.

Driver's Signature & Date: _____

Print Name: _____

Social Security Number: _____

Date of Birth: _____

Driver's License Number and State: _____

Address: _____

Para informacion en espanol, visite 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 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 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 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.
- **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.

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:

Please check all that apply:

	Crane Rigger		Water Survival		Hazmat		CPR/First Aid/ DEFIB
	Bloodborne Pathogens		Well Control		T2		Defensive Driving
	H2S		Back Injury Awareness		Fire Protection & Prevention		Hand Safety
	JSA		PPE		Slips, Trips, & Falls		TWIC Card
	Forklift		Crane Operator Training		Safe Gulf		Machine Guarding
	Electrical Safety		MSDS		Incident Investigation		Fall Protection
	Ergonomics		LOTO		Confined Spaces		Leadership Training
	Communication		Marine Debris		Environmental Controls		Spill Clean Up
	Heat Awareness		Hearing Conversation		Smith Driving		Tap Root
	ISO		Six Sigma		Emergency Evacuation		Other Please Explain Below
