



NAME (as shown on Social Security Card) LAST, FIRST AND MIDDLE:				HAVE YOU USED ANY OTHER NAME, NICKNAME OR ALIAS?		SOCIAL SECURITY NUMBER:				
PRESENT ADDRESS: STREET CITY STATE ZIP CODE				HOW LONG?		TELEPHONE NUMBER: ( )				
PREVIOUS ADDRESS: (U.S. only) STREET CITY STATE ZIP CODE <small>If at present address less than five years.</small>				HOW LONG?						
POSITION DESIRED:		WHEN AVAILABLE: _____		CHECK ONE: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		REFERRED BY:				
		COMPENSATION DESIRED: \$ _____/MO.								
HAVE YOU PREVIOUSLY APPLIED AT FAR EAST NATIONAL BANK? <input type="checkbox"/> NO <input type="checkbox"/> YES – WHEN AND WHERE DID YOU APPLY? _____				DO YOU HAVE ANY RELATIVES EMPLOYED BY FAR EAST NATIONAL BANK? <input type="checkbox"/> NO <input type="checkbox"/> YES – GIVE THEIR FULL NAME. _____						
<b>PLEASE READ EACH QUESTIONS CAREFULLY</b>										
HAVE YOU EVER BEEN CONVICTED FOR A CRIME? (Exclude convictions for marijuana-related offenses for personal use more than two years old; convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed) <input type="checkbox"/> NO <input type="checkbox"/> YES										
IF YES, PLEASE BRIEFLY DESCRIBE THE NATURE OF THE CRIME(S), THE DATE AND PLACE OF CONVICTION AND THE LEGAL DISPOSITION OF THE CASE. (Use Additional Sheets of Paper as Necessary) THIS COMPANY WILL NOT DENY EMPLOYMENT TO ANY APPLICANT SOLELY BECAUSE THE PERSON HAS BEEN CONVICTED OF A CRIME. THE COMPANY HOWEVER, MAY CONSIDER THE NATURE, DATE AND CIRCUMSTANCES OF THE OFFENSE AS WELL AS WHETHER THE OFFENSE IS RELEVANT TO THE DUTIES OF THE POSITION APPLIED FOR. _____										
ARE YOU CURRENTLY OUT ON BAIL, THE SUBJECT OF A CURRENT WARRANT FOR ARREST OR RELEASED ON YOUR OWN RECOGNIZANCE PENDING TRIAL? <input type="checkbox"/> NO <input type="checkbox"/> YES - EXPLAIN (Use Additional Sheets of Paper as Necessary) _____										
IF YOU ARE OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO FURNISH PROOF OF YOUR RIGHT TO WORK IN THE UNITED STATES. WILL YOU BE ABLE TO PROVIDE PROOF? <input type="checkbox"/> YES <input type="checkbox"/> NO – EXPLAIN: _____										
ARE YOU OVER 18 YEARS OF AGE? <input type="checkbox"/> NO <input type="checkbox"/> YES		HAVE YOU SERVED IN THE ARMED FORCES OF THE UNITED STATES? <input type="checkbox"/> NO <input type="checkbox"/> YES		IF YES, GIVE DATES OF MILITARY SERVICE: FROM: TO:						
<b>SCHOOL ATTENDED</b>		<b>NAME OF SCHOOL</b>		<b>CITY</b>		<b>STATE</b>	<b>#YRS COMPLETED</b>	<b>GRAD Y/N?</b>	<b>MAJOR</b>	<b>MINOR</b>
HIGH SCHOOL										
JUNIOR COLLEGE	TRADE SCHOOL									
COLLEGE UNIVERSITY										
GRADUATE SCHOOL										
INDICATE ANY OTHER TRAINING OR SKILLS; ADULT EDUCATION, SPECIAL TRAINING, OR COURSES:   										
TYPING SPEED:  <b>WPM</b> _____		INDICATE THE TYPE OF BUSINESS MACHINES, DATA PROCESSING EQUIPMENT, WORD PROCESSING AND OTHER SOFTWARE THAT YOU ARE PROFICIENT IN: <input type="checkbox"/> TYPEWRITTER <input type="checkbox"/> PERSONAL COMPUTER <input type="checkbox"/> COPIER MACHINE <input type="checkbox"/> MS WINDOW <input type="checkbox"/> FACSIMILE MACHINE <input type="checkbox"/> MS WORD <input type="checkbox"/> ADDING MACHINE <input type="checkbox"/> MS EXCEL <input type="checkbox"/> MAIL MACHINE <input type="checkbox"/> MS ACCESS <input type="checkbox"/> PROOF ENCODER MACHINE <input type="checkbox"/> MS POWERPOINT  OTHERS: _____								

**EMPLOYMENT RECORD:** List ALL periods of employment for the past 7 years. Start with your most recent position. All employment records will be verified. Please use additional sheets if necessary.

EMPLOYER:	TELEPHONE: ( )	DATES EMPLOYED		SPECIFIC DUTIES
		FROM	TO	
ADDRESS:				
JOB TITLE:		SALARY		
		START	FINAL	
SUPERVISOR:	YOUR NAME WHILE THERE:			
REASON FOR LEAVING:				

EMPLOYER:	TELEPHONE: ( )	DATES EMPLOYED		SPECIFIC DUTIES
		FROM	TO	
ADDRESS:				
JOB TITLE:		SALARY		
		START	FINAL	
SUPERVISOR:	YOUR NAME WHILE THERE:			
REASON FOR LEAVING:				

EMPLOYER:	TELEPHONE: ( )	DATES EMPLOYED		SPECIFIC DUTIES
		FROM	TO	
ADDRESS:				
JOB TITLE:		SALARY		
		START	FINAL	
SUPERVISOR:	YOUR NAME WHILE THERE:			
REASON FOR LEAVING:				

EMPLOYER:	TELEPHONE: ( )	DATES EMPLOYED		SPECIFIC DUTIES
		FROM	TO	
ADDRESS:				
JOB TITLE:		SALARY		
		START	FINAL	
SUPERVISOR:	YOUR NAME WHILE THERE:			
REASON FOR LEAVING:				

**MAY WE CONTACT THE EMPLOYERS LISTED ABOVE?  YES  NO - IF NO, INDICATE WHICH ONES YOU DO NOT WANT US TO CONTACT.**

**ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT OF 30 DAYS OR MORE:**

FROM: MO. YR.	TO: MO. YR.	STATE WHAT YOU WERE DOING:
FROM: MO. YR.	TO: MO. YR.	STATE WHAT YOU WERE DOING:
FROM: MO. YR.	TO: MO. YR.	STATE WHAT YOU WERE DOING:

HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM ANY EMPLOYMENT?  YES  NO  
 IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
 CAN YOU PERFORM THE ESSENTIAL DUTIES OF THE JOB IN WHICH YOU WISH TO BE EMPLOYED, WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO  
 IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO GET TO WORK?  YES  NO

**PLEASE READ CAREFULLY BEFORE SIGNING**

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE AND I ACKNOWLEDGE AGAIN HERE THAT I HAVE READ AND FULLY UNDERSTAND ALL THE INFORMATION ON THE FRONT OF THIS APPLICATION.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**- IMPORTANT NOTICE -**

PLEASE READ CAREFULLY BEFORE SIGNING THE ENCLOSED

DISCLOSURE AND AUTHORIZATION CONCERNING

BACKGROUND INVESTIGATIONS,

CONSUMER AND INVESTIGATIVE

CONSUMER REPORTS.

**(PAGES 6 AND 8 ARE COPIES FOR YOUR REFERENCE AND TO KEEP)**

## **Disclosure to Employment Applicant Regarding Procurement of a Consumer Report**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part 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 consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is later.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights in the "Summary of Your Rights Under the Fair Credit Reporting Act" document.

By your signature below, you hereby authorize us to obtain a consumer report or investigative consumer report about you in order to consider you for employment.

This report will be processed by:

ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
800-367-5933

Applicant's Name: \_\_\_\_\_  
(Please Print)

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature:

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

**GIVE COPY WITH SUMMARY OF RIGHTS TO APPLICANT. RETAIN A COPY FOR YOUR FILES.**

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 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](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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](http://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](http://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](http://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 1-888-567-8688.

• **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](http://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:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b> 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)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051



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

The Investigative Consumer Reporting Agencies Act (ICRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). You can find the complete text of the ICRA, at the California Privacy Protection web site (<http://www.privacy.ca.gov/icraa.htm>). The ICRA gives you specific rights, as outlined below. You may have additional rights under federal law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

(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.