



YOUNG & McQUEEN
GRADING COMPANY INC.

NC License #27438

25 Crest View Road, Burnsville, NC 28714

Phone: 828-682-7714 Fax: 828-682-4145



Application for Employment Non Truck Driver

An Equal Opportunity Employer

Position Applying For (Please check one): Equipment Operator () Laborer () Other ()

Applicant Note: If you need assistance in completing this form or for any phase of the employment process, please notify the person that issued you this form. This application form is intended for use in assisting us in evaluating your qualifications for employment. This is not an employment contract. Please PRINT all answers truthfully and completely. Any person found to have intentionally misrepresented or omitted any material fact here-in, will automatically be disqualified from any further consideration for employment. All qualified applicants will receive consideration for employment without discrimination based on race, age, sex (including pregnancy), religion, national origin, physical or mental disability, genetic information, sexual orientation, gender identity, or any other state, local, or federal protected classification. A prior felony conviction may disqualify you from employment. Affirmative action hiring data may be requested by qualified applicants. Additional testing of skills directly related to essential job functions and testing for the presence of drugs and alcohol in your body will be required prior to beginning employment. Note: New hires are subject to E-verify of work status.

Name: _____ Date: _____

Current Address: _____

How long resided at current address? _____ City State Zip Code

Previous Address: _____

Phone/Email: _____ Alternate Phone: _____

Social Security No.: _____ Driver's License No. _____

Type License _____ State _____ Class _____ Endorsement(s) _____ Restriction(s) _____

Date of Birth: _____ (Required for Commercial Drivers)

Do you have the legal right to work in the United States? Yes () No () Check one: US/Naturalized Citizen

Permanent Residence Alien No. A _____ Authorized Work Alien No. A _____

Have you applied to this company before? Yes () No () If yes, when and for what position? _____

Position applying for _____ Salary desired _____ Full-time () Part-Time () Temporary ()

Are you able to perform the essential functions of the job for which you are applying with/without reasonable accommodation Yes No _____

Date available to start _____ Available to work: weekdays () weekends () nights () overtime () other ()

How did you learn about this job opening? (or referred by) _____

Are you currently employed? Yes () No () Reason for leaving current or last employer? _____

Have you held a license in another state? Yes () No () If yes, list all states and license numbers: _____

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes () No ()

If yes, please detail _____

Have you ever had any license, permit, or privilege been suspended, revoked, or canceled? Yes () No ()

If yes, please detail _____

Have you received any notice that your license will be suspended or revoked in near future? Yes () No ()

Accident Record (Record all dates for last 3 years)	Nature/Type/Description of Accident (Head-on, Rear-end, turnover, etc.)	Fatalities	Injuries
Recent			
Previous			
Previous			

Traffic Convictions (record all convictions and forfeitures for last 3 years)	Date	Charge	Penalty
Location			
Location			
Location			

Please detail any other information that you would like to relate in reference to this employment application:
(Special skills, equipment operated, additional schooling, other experience, etc.)

CERTIFICATION RELEASE

“I certify that I have read and understand the applicant note on the front page of this application and that all answers given by me herein are true and correct to the best of my knowledge and belief. I hereby authorize the company, its agents and servants, and any credit reporting agency to verify any information set forth herein including, but not limited to my criminal history and motor vehicle driving record. I further authorize all persons, schools, former employers and law enforcement agencies to release such information as the company may request concerning my past and to hereby release such person, school, former employer and law enforcement agencies from any liability or damages which may result therefrom. I understand that the use of illegal drugs is prohibited during my employment and do hereby submit to drug testing by or at the direction of the company to detect the presence or absence of drugs in my body, both prior to and during my employment therewith. I acknowledge that any misrepresentations or omissions in this application will be grounds for termination.”

Signature: _____ Date: _____

Affirmative Action Survey/Self Identify

As an Equal Opportunity Employer, we are required by law to record certain information as part of our Affirmative Action Program. Applicants for employment are asked to participate by reporting their status as disabled, disabled veteran, Vietnam era veteran, or other minority. Applicants are under no obligation to respond but may do so voluntarily at this time, post-job offer, or in the future as warranted. All responses are confidential within Human Resources Dept., and responses will only be used for Affirmative Action Program. We value our diversity and actively encourage all minorities to apply. Refusal to supply this information will have no bearing on your application and potential employment. Check each of the following that apply:

Gender: Male Female Other: Individual with Disabilities

Veteran Status: Vietnam Era Veteran Special Disabled Veteran Other Protected Veteran
Recently Separated Veteran Armed Forces Service Medal Veteran

Race/Ethnic Identity: Hispanic or Latino White (not Hispanic or Latino)
Black or African American (not Hispanic or Latino) Asian (not Hispanic or Latino)
Native Hawaiian or Pacific Islander (not Hispanic or Latino)
American Indian or Alaskan Native (not Hispanic or Latino)
Two or More Races (not Hispanic or Latino)

I do not wish to Self-Identify. Signature:

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION

In connection with your application for employment with Young & McQueen Grading Company, Inc. (hereinafter referred to as the "Company"), including any contract for services, and if you are hired or retained, at any time during the course of your employment or contract for services with the Company, the Company may procure or cause to be prepared a consumer report and/or investigative consumer report (i.e. a background report) on you for employment-related purposes, including, as applicable, for evaluating you for employment, promotion, reassignment, or retention as an employee or service provider.

The nature and scope of this consumer report(s)/investigative consumer report(s), and the report(s) themselves, may contain information from public records and/or personal interviews and may include information bearing on your character, general reputation, personal characteristics, and mode of living. These consumer report(s)/investigative consumer report(s) may contain the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, drugs/alcohol use, information relating to your character, general reputation, educational background, or any other information about you, which may reflect upon your potential for employment or continued employment, including any contract for services, gathered from any individual, organization, entity, agency, or other source that may have knowledge concerning any such items of information. Such report(s) may contain public record information concerning your driving record, workers' compensation claims, criminal records, etc., from federal, state, and other agencies which maintain such records, as well as information from the consumer reporting agency preparing the report.

The name, address, and telephone number of the consumer reporting agency that will prepare the report is:

IntelliCorp Records, Inc.
3000 Auburn Drive, Suite 410
Beachwood, OH 44122
Phone: 216-450-5200
Fax: 216-450-5201

Customer Service
Email: customerservice@intellicorp.net
Toll Free: 888-946-8355
Fax: 216-450-5301

The internet web site address where you may find information about the consumer reporting agency that will prepare the report privacy practices with respect to its preparation and processing of investigative consumer reports, including whether your personal information will be sent outside the United States or its territories, is www.intellicorp.net

You have the right, during normal business hours and on reasonable notice, to visually inspect the file(s) maintained on you by the consumer reporting agency that prepared the report on you. You may also receive a copy of your file from the consumer reporting agency for a fee not to exceed the actual costs of the duplication services provided. You may also make a written request by certified mail, and with proper identification that a copy of the file(s) maintained on you by the consumer reporting agency that prepared the report on you, be sent to a specified addressee. You may also make a written request, with proper identification, for a summary of all of the information contained in the file(s) maintained on you by the consumer reporting agency that prepared the report on you be provided by telephone. The consumer reporting agency may require the toll charge, if any, for the telephone call be prepaid by, or charged directly to you. The consumer reporting agency will provide trained personnel to explain any information in the file(s) maintained on you at the time of your request for the information in your file(s). The consumer reporting agency will also provide a written explanation of any coded information, if any, contained in the file(s) maintained on you. If you appear in person, a person of your choice may accompany you, provided this person furnishes proper identification.

CONSUMER AND INVESTIGATIVE CONSUMER REPORTS AUTHORIZATION

I have carefully read, and I understand, the Disclosure and Authorization form regarding the preparation and procurement of consumer report(s)/investigative consumer report(s) provided on me by the Company in connection with my application for employment for evaluating me for employment with the Company or, as applicable, contract for services, or, if already employed, for promotion, reassignment, or retention as an employee or service provider.

By my signature below, I hereby authorize the Company to procure or cause to be prepared the consumer report(s) and investigative consumer report(s) prepared by a consumer reporting agency. I understand that if the Company hires me, the Company may rely on this Authorization to obtain additional consumer reports and/or investigative consumer reports

on me from the consumer reporting agency IntelliCorp, without asking for my consent again to the extent permitted by applicable law.

I also authorize all of the following persons and entities to disclose to the consumer reporting agency and its agents all information about or concerning me: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state, and local agencies; federal, state, and local courts; the military; credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the Agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials, and licenses.

Signature

Date

Printed Full Name

Maiden Name or Other Name Used

Present Address

How Long?

City/State

Zip Code

Former Address

How Long?

City/State

Zip Code

Birth Day/Month

Social Security No.

Driver's License No.

Issuing State

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS	CONTACT
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450, Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street, Alexandria, VA 22314</p>
<p>3. Air Carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>