

# Application for Employment

Please fill out form completely. Thank you.

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_  
State: \_\_\_\_\_ Zip code: \_\_\_\_\_ email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Social Security \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Type of work desired: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

Date Available to start work: \_\_\_\_\_

Are you able to meet attendance requirements? \_\_\_\_\_ YES \_\_\_\_\_ NO

Any objection to working overtime if necessary? \_\_\_\_\_ YES \_\_\_\_\_ NO

Can you travel if required by this position? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been previously employed by our company? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you are under 18yrs can you furnish a work permit if required? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you been convicted of a crime in the last 7 yrs.? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's License (If driving is essential part of job) \_\_\_\_\_

**EMPLOYMENT HISTORY:** Please provide us with your past four employers starting with the most recent.

Employer \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job summary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_

Employer \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job summary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_

Employer \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job summary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_

Employer \_\_\_\_\_ Position Held \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job summary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Wage \_\_\_\_\_

Other Skills / Certifications and Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_ Graduate \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
College \_\_\_\_\_ Degree \_\_\_\_\_  
Technical College \_\_\_\_\_  
Other \_\_\_\_\_

**REFERENCES:** List 3 character references, please do not use relatives or employers.

Name _____	Phone _____	Yrs Known _____
Name _____	Phone _____	Yrs Known _____
Name _____	Phone _____	Yrs Known _____

I hereby authorize the potential employer to contact, obtain and verify the accuracy of the information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment, whenever it may be discovered. If I am employed, I acknowledge that there is no specific length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of federal or state law. I understand that it is a policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I further understand that if I am employed I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



# Teton Truss & Lumber

108577 Hwy 89 | PO Box 5211 Etna, WY 83118

Truss 307.883.4943 | Lumber 307.883.9663 | [tetontruss.com](http://tetontruss.com)

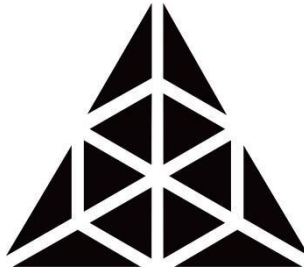
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**Dear Applicant,**

**HireRight, Inc.** will be verifying the information you provided to Teton Truss during the pre-employment process and researching background information at our request. Our objective is to complete this process quickly. Please make every effort to accurately provide all of the information requested on the application. A **HireRight** associate may contact you for additional information during the verification process. Please return the associate's call or e-mail promptly to help ensure that your application is processed as quickly as possible.

Thank you,

The Teton Truss Recruiting Team



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## CONSUMER DISCLOSURE AND AUTHORIZATION FORM

### Disclosure Regarding Background Investigation

**Teton Truss** may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). An investigative consumer report is a background report that includes information from personal interviews, the most common of which is checking personal. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period, as allowed by law.

**HireRight, Inc.**, or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight is located and can be contacted by mail at 3349 Michelson Dr. Suite 150 Irvine, CA 92612, and HireRight can be contacted by phone at (866) 521-6995. Information about HireRight's privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The background report may contain information concerning 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: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and, for investigative consumer reports, personal interviews with sources such as neighbors, friends, former employers and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the company.

A summary of your rights under the Fair Credit Reporting Act, are also being provided to you.

**Para informacion en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.**

### **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](http://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](http://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](http://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 7 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](http://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 1-888-567-8688.
- **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](http://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 NW 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>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  PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center  1100 Walnut St., Box#11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration</p>

	Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC20580(877) 382-4357



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## Release Form for Consumer Reports

In connection with my application for employment (including contract for services), I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that you will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I have the right to make a request of HireRight, Inc.,  
Upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request.

I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Print Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date of Residency    Month \_\_\_\_\_ Year \_\_\_\_\_

Driver's License - Number \_\_\_\_\_ State \_\_\_\_\_

Professional License – Number \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_

## FOR IDENTIFICATION PURPOSES

Date of Birth    Day \_\_\_\_\_ Month \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Other former names \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





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## Authorization of Background Investigation

I have carefully read and understand this disclosure and authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of back ground reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the company in making a determination as to my eligibility for employment (including independent contractor assignments as applicable) promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply and the company may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation to disclose information about me to the consumer reporting agency and its agents; law enforcement and all other federal, state and local agencies, learning intuitions (including public and private schools, colleges and universities,) testing agencies information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local.) Motor vehicle record agencies, my past or present employers, the military and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting 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.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photo copied or electronic (including electronically signed) form will be valid for any background reports that may be requested by or on behalf of the Company.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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Dear Applicant,

In compliance with the Drug-Free Workplace Act of 1988, Teton Truss & Lumber has a long standing commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Teton Truss & Lumber employees and to the security of the company's equipment and facilities. For these reasons, Teton Truss & Lumber is committed to the elimination of drug and alcohol use and abuse in the workplace.

It is Teton Truss & Lumber's policy that all applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

## Driving Instructions to Western Wyoming Drug Collection Services \_\_\_\_\_

569 S Washington St, Afton, WY 83110

Western Wyoming Drug Collection Services is located inside of Country Charm Salon Spa Boutique  
Head south on US-89 South for 23.6 miles

Country Charm Salon Spa Boutique will be on the left hand side across from Allred Appliances.

I have read the policy about pre-employment drug testing and I will comply with the drug screening process.

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

Date: \_\_\_\_\_

Thank you,

The Teton Truss Recruiting Team