



# Employment Application

## Applicant Information

Full Name:							
	Last	First	M.I.	Date:			
Address:						Apartment / Unit #	
	Street Address						
	City				State	Zip	
Phone:			Email Address:				
Date Available:		Drivers License #:		Social Security #			
Position Applying for:				Desired Pay:			
Are you a United States citizen?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you worked at HMH?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:			

## Education

High School:		Address:				
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Focus:			
College:		Address:				
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:			
Other:		Address:				
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:			

## References

*Please list three professional references.*

Full Name:		Relationship:			
Company:			Phone:		
Address:					
Full Name:		Relationship:			
Company:			Phone:		
Address:					
Full Name:		Relationship:			
Company:			Phone:		
Address:					

## Previous Employment

Company:		Phone:			
Address:			Supervisor:		
Job Title:		Starting pay: \$      per		Ending pay: \$      per	
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Comments:	

### Previous Employment (continued)

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting pay: \$	per	Ending pay: \$ per
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Comments:			

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting pay: \$	per	Ending pay: \$ per
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Comments:			

### Military Service

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than Honorable please explain:		

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*I authorize Harriman Material Handling to verify information regarding employment, education, credit history and driving record.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*I understand that employment at Harriman Material Handling is employment at-will. Employment at-will may be terminated at the will of either me or the Company. Employment may be terminated with or without cause at any time by me or by the Company.*

Signature:	Date:
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*If typing your name you are digitally submitting your signature.*

### Equal Employment Opportunity Statement

*Harriman Material Handling recruits, hires, trains, assigns personnel, promotes and compensates employees without regard to race, color, religion, national origin, age, sex, marital status, disability or sexual orientation. All employment decisions at Harriman Material Handling are made on the basis of merit and job requirements.*



# APPLICANT DISCLOSURE

In connection with my application for employment with Harriman Material Handling, I understand that a consumer report (and/or investigative consumer report), as defined by the Fair Credit Reporting Act (FCRA), may be obtained for employment purposes.

Applicant Signature: \_\_\_\_\_  
*If typing your name you are digitally submitting your signature.*

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



**APPLICANT RELEASE FOR CONSUMER AND**

## INVESTIGATIVE CONSUMER REPORTS

I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, workers compensation records, credit report, academic records, professional license record and employment related information or records. I agree to release the aforesaid from any liability for collecting that information.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/ or mode of living. Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize Harriman Material Handling to request a consumer report and/ or investigative consumer report about me, for employment related purposes, at any time to the extent allowed by the law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

I understand that my date of birth will be used solely for identification purposes.

First Name: \_\_\_\_\_ Full Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Any other name(s) used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Present Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

\_\_\_\_\_

Previous Cities / States of Residence During Last 7 Years: \_\_\_\_\_

\_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

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

*If typing your name you are digitally submitting your signature.*

### California, Minnesota and Oklahoma residents only:

Please initial here only if you are requesting a copy of the consumer report prepared on you. \_\_\_\_\_

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 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, Room130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington D.C. 20580.

- You must be told if information from 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, 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 1-888-5-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 a 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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below.	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 877-382-4357
National banks, federal branches/ agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Controller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/ agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs 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 Complaints Washington, DC 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 877-275-3342
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



# Harriman Material Handling

## FAIR CREDIT REPORTING ACT (FCRA) DISCLOSURE RELEASE AUTHORIZATION REGARDING PROCUREMENT OF A MOTOR VEHICLE REPORT

I hereby acknowledge that in connection with my application and/or appointment to driving responsibilities Harriman Material Handling, its affiliates and/or subsidiaries and/or Gibson Risk Management Services will procure a Motor Vehicle Report (MVR) on me.

This release and authorization shall remain valid and in effect for the duration of my contract or employment with Harriman Material Handling, its affiliates and/or subsidiaries and reserves the right to run subsequent MVR's on me at Harriman Material Handling, its affiliates and/or subsidiaries and/or Gibson Risk Management Services' sole discretion.

I may revoke this Authorization at any time. If I proceed with such revocation of this Authorization, I will send a written revocation to Harriman Material Handling at the address at which this application has been made.

I have been provided a summary of my rights under the FCRA. In the event that information from the MVR report is utilized in whole or in part in making an adverse decision I understand that I have the right to request in writing, within a reasonable time, that Harriman Material Handling provide a complete and accurate disclosure of the nature and scope of the information requested. Upon my written request, Gibson Risk Management Services will provide a copy of the MVR mailed to me by U.S. first class mail to the address on my driving record.

By signing below, in compliance with the Fair Credit Reporting Act, I hereby authorize Harriman Material Handling, its affiliates and/or subsidiaries and/or Gibson Risk Management Services to procure an MVR on me to determine whether I meet its risk management standards for insurability on their commercial auto insurance policy. In addition, I also authorize all entities having information about me, including departments of motor vehicles, to release such information to Harriman Material Handling, Inc., its affiliates and/or subsidiaries and/or Gibson Risk Management Services.

Signature	Date Signed (mm/dd/yyyy)
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*If typing your name you are digitally submitting your signature.*

APPLICANT

CURRENT EMPLOYED DRIVER

(Please print clearly below)

First Name:	Middle Initial:	Last Name:
Date of Birth: (mm/dd/yyyy)	Drivers License #:	State:

**Applicants – Please retain a copy for your files**

MVRs are evaluated by Gibson Risk Management Services

Version 10/2020

## Fair Credit Reporting Act - A Summary of the Law

- **The 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 credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in information from 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](http://www.consumerfinance.gov) for an explanation of dispute procedures.
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- **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)