



**Employment Application**

UFOT, LLC provides an equal opportunity for employment to all applicants and associates. No person shall be discriminated against in employment because of any protected basis including the individual's race, religion, color, gender, age, national origin, disability or any other legally protected basis.

**PERSONAL (PLEASE PRINT OR TYPE CLEARLY)**

Last Name		First		Middle Name	
Current Address (Street)		(City)		(State)	
Telephone Number (including area code)		Cell Phone # (include area code)		To comply with the Immigration Reform and Control Act of 1986, if you are hired you will be required to provide documents to establish your identity and your authorization to be employed in the US.	
ARE YOU 18 YEARS OR OLDER?		IF NOT, STATE YOUR DATE OF BIRTH: / /			
*If you are under 18, you will be required to provide any state required minor documents if employed.					

**JOB AND AVAILABILITY**

Position Applied For:		Date Available for Work:		Expected Wage?		How were you referred?	
Type of Employment Desired:		Full-time		Part-time		Seasonal/Temporary	
Specify Hours Available to work:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Are you willing to relocate? ___ Yes ___ No To What Area?						Will You Travel?	
Have You Ever Been Employed Here Before?				If Yes, When & Where:			
Are you related to any UFOT associates? If Yes, please state name & location:							
If offered employment, are you willing to take a physical exam at our expense if the nature of the job requires one?							

**RECORD OF EDUCATION**

EDUCATION	Name, City & State of School	Dates Attended	Graduated	Major/Minor Field of Study/Degree
High School/GED (Last attended)				
College/University		From: / / To: / /		
Other (business, technical, secretarial, etc.)		From: / / To: / /		

Do you possess a valid current driver's license (only for jobs requiring driving a vehicle?) \_\_\_ Yes \_\_\_ No  
 Driver's License Number and State:

**GENERAL BACKGROUND INFORMATION**

**Criminal History**

SECTION 1 – (California applicants go directly to Section II)

Have you ever been convicted, pled guilty, "no contest," or admitted guilt (including participation in a first time offender program) to any misdemeanor or felony crime? \_\_\_ Yes \_\_\_ No If Yes, are you currently on parole or probation? \_\_\_ Yes \_\_\_ No

If Yes, Explain the following: (Where) (When) (Charged) (Sentence)

SECTION II (For California Applicants Only)

Have you ever been convicted of any felony or misdemeanor crime OTHER THAN (1) a marijuana related conviction that occurred more than two years ago; or (2) an offense for which you were referred to and participated in a pre-trial or post-trial diversion program? \_\_\_ Yes \_\_\_ No  
 If Yes, please state the date of conviction, the county and state, and the nature of the offense.

(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness, in relation to the job for which you are applying.)

**PROFESSIONAL/EDUCATIONAL REFERENCES (Do Not Include Relatives or Personal Friends)**

Name	Name	Name
Address	Address	Address
Phone Number	Phone Number	Phone Number
How do you know this person?	How do you know this person?	How do you know this person?
How long have you known them? <b>Years</b>	How long have you known them? <b>Years</b>	How long have you known them? <b>Years</b>

**EXPERIENCE (Most Recent Experience First)**

<b>1. Name &amp; Address of Employer</b>	<b>Starting Position</b>	<b>Ending Position</b>
_____		
_____	<b>SALARY</b>	<b>NAME AND TITLE OF SUPERVISOR</b>
_____	Starting      Ending	
_____	\$                      \$	
From: MONTH _____ YEAR _____ TO:    MONTH _____ YEAR _____	<b>REASON FOR LEAVING</b>	Phone Number for Employer: (Include Area Code)
<b>2. Name &amp; Address of Employer</b>	<b>Starting Position</b>	<b>Ending Position</b>
_____		
_____	<b>SALARY</b>	<b>NAME AND TITLE OF SUPERVISOR</b>
_____	Starting      Ending	
_____	\$                      \$	
From: MONTH _____ YEAR _____ To:    MONTH _____ YEAR _____	<b>REASON FOR LEAVING</b>	Phone Number for Employer: (include Area Code)
<b>3. Name &amp; Address of Employer</b>	<b>Starting Position</b>	<b>Ending Position</b>
_____		
_____	<b>SALARY</b>	<b>NAME AND TITLE OF SUPERVISOR</b>
_____	Starting      Ending	
_____	\$                      \$	
FROM: MONTH _____ YEAR _____ TO:    MONTH _____ YEAR _____	<b>REASON FOR LEAVING</b>	Phone Number for Employer: (Include Area Code)

MAY WE CONTACT YOUR EMPLOYERS LISTED ABOVE?      YES      NO

IF NO, INDICATE BY NUMBER WHICH ONE(S) YOU DO NOT WISH US TO CONTACT:

Use this space to describe any previous work history and/or to detail particular job responsibilities listed above, include any additional information which you feel may be relevant to the job for which you are applying.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize UFOT, LLC to thoroughly investigate the information on my application, my references, credit history, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to UFOT, LLC all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release UFOT, LLC, my former employers and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures. UFOT, LLC adheres to a policy of at-will employment which recognizes that each employee and UFOT, LLC each retain the right to terminate the employment relationship and that the UFOT, LLC retains the right to modify an employees position or compensation at any time, with or without cause or notice. No one other than the President/CEO has the authority to make any binding promise or enter into any agreement inconsistent with UFOT, LLC's at-will policy and any such agreement must be in writing and signed by both parties to be effective. As a condition of employment, all individuals offered a management position are required to submit to a pre-employment drug test.

E-SIGNATURE:	DATE:
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## DISCLOSURE

As part of the employment process, United Fashions of Texas, LLC (the "Company"), will obtain a consumer report (known as an investigative consumer report in California), which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

### AUTHORIZATION

During the application process and at any time during the tenure of my employment with the Company, I hereby authorize ChoicePoint WorkPlace Solutions Inc., on behalf of The Company to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

\_\_\_\_\_  
Applicant/Employee Name (E-Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number \*

\_\_\_\_\_  
/ /  
Date of Birth \*

\* For Identification Purposes Only

**CA, MN & Oklahoma Residents please note:** In connection with your application for employment, your consumer report may be obtained and reviewed. Under California, Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

YES, I am a California resident and would like a free copy of my investigative consumer report.

YES, I am a Minnesota resident and would like a free copy of my consumer report.

YES, I am an Oklahoma resident and would like a free copy of my consumer report.

**CA Residents please note:** In connection with your application for employment, your credit report may be obtained and reviewed. Under California law, if your credit report is ordered, you have a right to receive a free copy of your credit report by checking the appropriate box below. (Your credit report will be mailed to you either by the relevant credit bureau or the consumer reporting agency above.) Please note that if you elect to receive the entire investigative consumer report, this will include your credit report, if one was ordered.

YES, I am a California resident and would like a free copy of my credit report.

Printed Name \_\_\_\_\_

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

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

**Employer please note:** If a Minnesota or Oklahoma consumer checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), please fax this form to your ChoicePoint service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

Account Number: \_\_\_\_\_

## 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, 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](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 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.	<b>Federal Trade Commission: Consumer Response Center – FCRA</b>  <i>Washington, DC 20580      1-877-382-4357</i>
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller 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    1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of 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