



101 S. Swing Rd. Greensboro, North Carolina 27408
Phone (877) 905-4678 (336) 297-9600 FAX (336) 297-4674
www.msvehicles.com

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please Print Clearly

Date of Application: _____

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Home Number: _____ Cellular Number: _____

Position(s) Applied For: _____

How did you learn about Matthews Specialty Vehicles?

Advertisement Employee Referral Friend or Relative

Please Check One Employment Agency Walk In Other

___Newspaper

___Internet

___Job Bank

Have you ever filled an application with us before?

Yes No

If yes, give date: _____

Have you ever been employed with us before?

Yes No

If yes, give date: _____

Are you currently employed?

Yes No

May we contact your current employer?

Yes No

Are you prevented from lawfully working in this
because of Visa or Immigration Status?

Yes No country

(Proof of citizenship or immigration status will be required upon employment.)

On What date would you be available for work? _____

Are you available for work: Full Time Part Time Shift Work Seasonal

Are you on “layoff” status and subject to recall?

Yes No

Do you have a valid driver’s license?

Yes No

Can you travel if the job requires it?

Yes No

EDUCATION:

Education Level	Name & Address of School	Course of Study	Diploma/Degree
Elementary School			
High School			
Undergraduate College			
Graduate or Professional School			
Other (Specify)			
Military Experience	Branch	Rank	Honorable Discharge Yes or No

Do you know more than one language?

Yes No

If so, in what form and how well:

Foreign Languages	Firm	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skill and extra-curricular activities.

Describe any job related training received in the United States Military. *(If applicable)*

Please describe any specialized skills you possess that you feel may be helpful to us in considering your application.

List professional, trade, business or civic activities and offices held.

(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

EMPLOYMENT EXPERIENCE:

Start with your present or previous job. Include any job related military service assignments and volunteer activities. *(You may exclude organizations which indicate gender, race, color, religion, national origin, disabilities or other protected status.)*

1.

Employer Name		Employed From	Employed To	Work Performed
Employer Address		Starting Pay Rate	Ending Pay Rate	
Supervisor Name & Telephone Number				
Job Title(s)				
Reason for leaving				

2.

Employer Name		Employed From	Employed To	Work Performed
Employer Address		Starting Pay Rate	Ending Pay Rate	
Supervisor Name & Telephone Number				
Job Title(s)				
Reason for leaving				

3.

Employer Name		Employed From	Employed To	Work Performed
Employer Address		Starting Pay Rate	Ending Pay Rate	
Supervisor Name & Telephone Number				
Job Title(s)				
Reason for leaving				

PROFESSIONAL REFERENCES:

Name	
Company Name	
Company Address	
Phone Number	

Name	
Company Name	
Company Address	
Phone Number	

Name	
Company Name	
Company Address	
Phone Number	

APPLICANT’S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period of time should inquire as to whether or not applications are being accepted at that time.

I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

This authorization and consent for release of personal information acknowledges that Matthews Specialty Vehicles (Hereafter referred to as “Company”) and/or its agent, Aurico Reports, Inc., may now, or at any time I am assigned to or employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended, financial or credit institutions, including records of loans, records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me, records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either civil or criminal case in which I have been involved); records from the U.S. Veteran’s Administration; criminal history information on file in local, state or federal agencies; and motor vehicle records, and following an employment offer, worker’s compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act (15 USC section 1681 et seq). I also authorize any custodian of my military service records to release to Aurico Reports, Inc. my military service record including DD214 and all service records including any disciplinary records. In addition, if an International search is needed, I agree that, in accordance with host nation laws regarding the release of information, the data protection privacy act, the European privacy act and others, I authorized the release and transmittal of information from any country to Aurico Reports, Inc. and its agents including but not limited to our designated agents and information sources for satisfying the purposes of this background check.

I understand that these searches will be used to determine work assignment or employment eligibility under the Company’s employment policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representative of the Company. In addition, I release and discharge the Company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting the information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from Aurico Reports, 116 West Eastmar St., Suite 101, Arlington Heights, IL 60004, at telephone number (847) 255-1852. After reading this document, I fully understand its contents and authorize the background verification.

Do you reside in California, Minnesota or Oklahoma? Yes No

If so, do you want a copy of any Consumer Report prepared concerning you? Yes No

I understand that California law requires Company to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose Company to liability (Sec. 1786.29).

Printed Name: _____
First Middle Last

Maiden Name: _____ Other last names used: _____

Signature: _____ Date: _____

(List all cities and states where you have lived for the past 7 years) Attach any additional sheet if necessary.

Street City County State Zip How long?

Current: _____

2. _____

3. _____

4. _____

Present Phone Number: _____ SSN: _____

Date of Birth (for Identification Purpose only): _____ Gender: Male Female

Driver's License Number: _____ State: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 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 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 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 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 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.

- **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.

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	Federal Trade Commission: Consumer Response Center - FCRA 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)	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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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 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