



Dear Potential METEC Employment Applicant:

Thank you for your interest in employment at METEC! Please observe the following steps when applying for employment:

1. Read the Background Verification Disclosure Notice and Summary of Your Rights Under the Fair Credit Reporting Act document.
2. Complete the employment application in full. Provide all information so your qualifications may be fully and fairly evaluated. **Complete the entire Employment Application, even if you are also providing a *résumé*.** Be sure to read the disclosure section on the last page of the application and sign your name.
3. ***IMPORTANT: Forms received without this signature are NOT considered applications for employment.***
4. Complete and sign the METEC Background/Report Disclosure and Authorization form.
5. Before mailing, have you completed the following?

Form Process

- ✓ Background Verification Disclosure Notice. Read and retain for your records
- ✓ A Summary of Your Rights Under the Fair Credit Reporting Act. Read and retain for your records
- ✓ METEC Employment Application, complete, sign, and return with the required forms
- ✓ Background/Report Disclosure and Authorization, complete, sign, and return with Employment Application and Credit Report Disclosure and Authorization

General Information: METEC complies with all provisions of the Americans with Disabilities Act. *Persons with qualifying disabilities under the Americans with Disabilities Act or state law and require a reasonable accommodation may request and receive assistance in completing the forms and making a written acknowledgment (in lieu of signature) of the required application and forms. If you wish to complete an employment application, but require a reasonable accommodation (including assistance for individuals with sight impairments); please contact METEC at 309 676-3832 or email to: admin@metechrc.org.*

You may mail the completed application and forms to the address below:

METEC
Attn: Human Resources
2605 W KRAUSE
Peoria, IL 61605
Or email to
admin@metechrc.org

IMPORTANT: All required signed forms and the signed application must be submitted together.



A criminal background check may be required of any applicant who is selected for an interview or to who a conditional offer of employment is made.



METEC is An Equal Opportunity Employer

BACKGROUND VERIFICATION DISCLOSURE NOTICE

As part of the employment process, METEC may obtain a Consumer Credit Report, and/or an Investigative Consumer Report. The Fair Credit Reporting Act, as amended by the Consumer Reporting Reform Act of 1996, requires that we advise you that, for purposes of employment only, a Consumer Report and/or an Investigative Consumer Report may be made which (may) include information about your credit standing, credit capacity, character, general reputation, prior employment, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided in the event the report contains information regarding your character, general reputation, personal characteristics, or mode of living.

*** Please retain for your records**



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 1-888-567-8688.

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.



You are acknowledging that you have read and understood the following:

METEC is an equal opportunity employer. METEC does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that the misrepresentation or omission of facts or implications made by me in this application, interview(s), or other required documents will prevent my employment or, if already employed, will result in termination.

I further understand and agree that any offer of employment may be conditioned upon the successful outcome of a background check and that this Employment Application is not an offer of employment by METEC.

I understand and acknowledge that all employment with METEC is on an "at will" basis, which means that either the Employee or METEC may terminate employment at any time with or without cause or prior notice.

I understand that no representative of METEC has the authority to make any assurances of the "at-will" statement to the contrary.

I acknowledge and agree to the following:

- METEC may schedule and I will submit to such drug/alcohol testing as METEC deems appropriate, consistent with applicable laws; The results of such test(s) will be used to determine my employability; If hired by METEC, I agree to any and all such drug/alcohol tests as METEC deems appropriate consistent with applicable laws, and expressly agree that the results of the same may be the basis for disciplinary action against me including discharge; and
- I expressly agree and understand that my refusal to participate in any drug/alcohol testing will, as an applicant, be the basis for refusal to hire me.
- METEC may use electronic monitoring for quality assurance, compliance, and security purposes. In order to be employed by METEC, you must be able to be bonded. If a bond cannot be obtained, or if at any time you are not bondable, you will not be considered qualified for employment.
- My signature below also acknowledges receipt of the Background Verification Disclosure Notice and the notice titled A Summary of Your Rights Under the Fair Credit Reporting Act. I have completed and signed the Background/Report Disclosure and Authorization form.
- Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by METEC, I understand that I am entitled to copies of any such public records obtained by METEC unless I mark the check box below. I understand that, if I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

This form must be completed in full and signed to be considered an application.

Signature: _____

Date: _____



Background/Report and Authorization Disclosures

Background Disclosure

METEC may request background information about you from a consumer-reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports.

The reports may contain information bearing on 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; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates. You may request more information about the nature and scope of any investigative consumer reports by contacting METEC. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Authorization Disclosure

I have carefully read and understand this Disclosure and Authorization form and the notice titled A Summary of Your Rights Under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by Credco Inc., TransUnion, Experian, or Equifax to METEC and/or its designated representatives and agents.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization Form in original, faxed, photocopied or electronic form (including electronically signed) will be valid or any reports that may be requested by or on behalf of METEC.

Print Client's Name (First, Middle Initial, Last)

Date of Birth:

Social Security Number

Signature

Date:



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Cell Phone	Best Time to Call: Day <input type="checkbox"/> Night <input type="checkbox"/>		Desired Salary
Position Applying for			
Are you a citizen of the United States?	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 ever worked for METEC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

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

REFERENCES	
<i>Please list three professional references.</i>	
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 Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release or termination of employment.	
I understand as part of the employment process, METEC may obtain a Consumer Credit Report, and/or an Investigative Consumer Report. My signature below authorizes METEC to do so.	
Signature	Date