



# Consumer Disclosure

## Use of Credit Reports for Employment

T & R Properties, Inc. may obtain a credit report on any consumer who has applied for or accepted employment with the company. The company may use information contained in the consumer credit reports in making decisions related to the employment with the company. This may include, but is not limited to hiring, promotion, retention and termination.

Prior to procuring a consumer's credit report of employment, T & R Properties, Inc. will obtain the consumer's written authorization. Before taking adverse action based in whole or in part on the report, the consumer will be provided a copy of the report and a description in writing of the rights of the consumer under Fair Credit Reporting Act.

Information from the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

**APPLICANT'S COPY**



# Application for Employment

T & R Properties, Inc. 3895 Stoneridge Lane Dublin, OH 43017

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # \_\_\_\_\_ Email \_\_\_\_\_ Social Security # \_\_\_\_\_

May we contact you at work?  Yes  No If yes, work number and best time to call \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If no, please explain \_\_\_\_\_

Have you submitted an application here before?  Yes  No If yes, give date(s) \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No Will you now or in the future require sponsorship?  Yes  No

Type of Employment Desired: \_\_\_\_\_ Date available for work \_\_\_\_\_

Full Time  Part Time  Temp/Seasonal  Internship/Co-Op

Are you willing and able to relocate?  Yes  No Are you willing and able to travel if the job requires it?  Yes  No

Are you willing and able to work weekends if the job requires? .....  Yes  No

Are you willing and able to work overtime if required? .....  Yes  No

If no, please explain \_\_\_\_\_

Have you ever been bonded? .....  Yes  No

Have you been convicted of a crime in the last seven (7) years? .....  Yes  No

If yes, please explain \_\_\_\_\_

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

I certify I am a non-smoker .....  Yes  No

I have a valid driver's license .....  Yes  No

I can provide proof of auto insurance .....  Yes  No

# Employment History

Provide the following information regarding your employment for the past seven (7) years, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

  

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		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
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**Comments** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Skills and Qualifications** – Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Educational Background IF JOB-RELATED

List the last three (3) schools you've attended, starting with the most recent.

SCHOOL	NUMBER OF YEARS COMPLETED	DEGREE/DIPLOMA	GPA/ CLASS RANK	MAJOR(S)	MINOR(S)

## References

List the name, telephone number, and e-mail address of three business / work references, who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references, who are not related to you.

NAME	PHONE	E-MAIL	RELATIONSHIP	YEARS KNOWN

## Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE INFORMATION WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER PROTECTED STATUS.

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List any additional information you would like us to consider.

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I understand that if I am employed, any misrepresentation or material omission made by me or this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutes and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in the employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions. I verify by entering my name in as the signature, throughout this application, this represents my proof of identity and intent.

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

# AUTHORIZATION FOR CRIMINAL AND CREDIT REPORTS

## Applicant Information – Provide information for the past five (5) years.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Maiden: \_\_\_\_\_

Current Address: \_\_\_\_\_  
STREET ADDRESS CITY ST ZIP

Previous Address: \_\_\_\_\_  
STREET ADDRESS CITY ST ZIP

Previous Address: \_\_\_\_\_  
STREET ADDRESS CITY ST ZIP

Previous Address: \_\_\_\_\_  
STREET ADDRESS CITY ST ZIP

Social Security #: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Applicant Authorization

Without reservation, I authorize this employer or any party or agency contacted by this employer to procure my consumer report and/or obtain or furnish information concerning my credit, criminal, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, references, acquaintances and other seeking information as to my personal characteristics, credit worthiness, employment status, general reputation and mode of living.

### FCRA Disclosure

This is to inform you that as part of processing your application, a consumer report may be obtained for employment purposes. This information is requested by T & R Properties, Inc. solely for purpose of ensuring accurate retrieval of records.

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### Notice of Drug Free Workplace Policy and Physical Screening to Job Applicants

In accordance with T & R Properties, Inc. drug free workplace policy and screening program, all applicants who are extended a conditional offer of employment will be required to take and successfully complete a screening for substance abuse before beginning to work. In addition, there are some positions that require a pre-employment physical. Failure to comply with this screening requirement or failure to successfully pass this screening will preclude any further consideration of employment. A photo ID will be required.

*My signature acknowledges that I have read, understand and accept the conditions of the drug free workplace policy and screening program. I verify by entering my name in as the signature, throughout this application, this represents my proof of identity and intent.*

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

Print Name: \_\_\_\_\_

SAVE completed application and e-mail to [hr@trprop.com](mailto:hr@trprop.com).