

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, color, religion, sex, national origin, disability, age, veteran status, genetic information or any other protected status.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.



**BELMONT
MANAGEMENT**

| APPLICANT INFORMATION | | | | | | | | | |
|--|------------------------------------|------------|------------------------------------|------------------------------|------------------------------------|--------------------------|--|----|--------------------------|
| Last Name | | First Name | | MI | | Date | | | |
| Address | | | | | | Apartment/Unit # | | | |
| City | | | State | | | Zip Code | | | |
| Phone Number | | | Cell Phone | | | Email Address | | | |
| Position Applied For | | | | | | Referred by: | | | |
| Type of Employment Desired | Full-time <input type="checkbox"/> | | Part-time <input type="checkbox"/> | | Temporary <input type="checkbox"/> | | Seasonal <input type="checkbox"/> | | |
| Desired Salary | | | | | | Date Available? | | | |
| Are you legally eligible to be employed in the United States? | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | (Proof of identity and eligibility will be required upon employment) | | |
| Are you over the age of 18 years? | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | (If no, you may be required to provide authorization to work.) | | |
| Are you available to work weekends and/or overtime as needed? | | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? | | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| EDUCATION | | | | | | | | | |
| | Name of School | Address | | Did you Graduate? | | Degree/Courses Studied | | | |
| High School | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |
| College/ University | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |
| Trade/ Vocational | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |
| Other | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |

List any relevant skills, licenses, training, or certifications (i.e., Real Estate license, CPM, COS, STAR, Tax Credit or software experience):

| REFERENCES | | | | | |
|--|-----------|--------------|---------|----------|-------------|
| <i>Please provide three professional references (no relatives)</i> | | | | | |
| | Full Name | Phone Number | Address | Employer | Years Known |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Employment History

Please provide your last 7 years of employment history, starting with your most recent employer. If additional space is needed, please attached another sheet of paper with the same information for any other employers.

| | | | | | | | |
|---------------------------|--|------------------|---|-----------|--------------------------|----|--------------------------|
| Company Name | | Start Date | | End Date | | | |
| Address | | | | Telephone | | | |
| Job Title | | Responsibilities | | | | | |
| Supervisor's Name & Title | | | May we contact this employer for a reference? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Company Name | | Start Date | | End Date | | | |
| Address | | | | Telephone | | | |
| Job Title | | Responsibilities | | | | | |
| Supervisor's Name & Title | | | May we contact this employer for a reference? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Company Name | | Start Date | | End Date | | | |
| Address | | | | Telephone | | | |
| Job Title | | Responsibilities | | | | | |
| Supervisor's Name & Title | | | May we contact this employer for a reference? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Company Name | | Start Date | | End Date | | | |
| Address | | | | Telephone | | | |
| Job Title | | Responsibilities | | | | | |
| Supervisor's Name & Title | | | May we contact this employer for a reference? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Company Name | | Start Date | | End Date | | | |
| Address | | | | Telephone | | | |
| Job Title | | Responsibilities | | | | | |
| Supervisor's Name & Title | | | May we contact this employer for a reference? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Disclaimer and Signature

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading, or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize Belmont Management Company to contact any company or individual it deems appropriate to investigate any employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive any right to bring any cause of action against those individuals for defamation invasion of privacy or any other reason because of their statements.

I understand that I may be required to complete and execute a Fidelity Bond Application as a condition of employment.

I agree that, if I am employed, I will abide by all the rules and regulations of Belmont Management Company. I understand that the taking of drugs and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination.

I further understand that nobody in Belmont Management Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of Belmont Management Company. I also understand that my employment is "at-will" and may be terminated by myself or by Belmont Management Company at any time for any or no reason at all, with or without prior notice.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Company expressly disclaims any warranties or responsibility, or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

DISCLOSURE FOR CONSUMER AND/OR INVESTIGATIVE EMPLOYMENT REPORT

_____, its affiliated companies, and/or its agents (collectively, herein after referred to as “ Company”) may obtain information about you from a consumer reporting agency for purposes permitted under the Fair Credit Reporting Act 15 U.S.C.1681 *et seq.*, including employment purposes, a business transaction initiated by you, or upon your written instructions. A “consumer report” and/or an “investigative consumer report” may be requested which may include information regarding your character, general reputation, personal characteristics and mode of living, whichever are applicable. The report may also contain information relating to your criminal history, credit history, motor vehicle records such as driving records, social security verification, verification of education or employment history or other background checks. This may involve personal interviews with sources such as neighbors, friends or associates.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to ACUTRAQ Background Screening Inc, PO Box 766, Elkins, Arkansas 72727. For information about ACUTRAQ’s privacy practices see www.ACUTRAQ.com.

**AUTHORIZATION TO OBTAIN CONSUMER AND/OR
INVESTIGATIVE CONSUMER REPORT**

I have carefully read, and understand this Authorization form. I further acknowledge receipt of the “Disclosure Regarding Consumer and/or Investigative Consumer Report” and “State Law Notices” and certify that I have read and understand both documents. I understand that Company may obtain a consumer report and/or investigative consumer report for employment purposes, in connection with a business transaction initiated by you, or otherwise upon your written instructions. These reports may be obtained at any time after receipt of my authorization, and if I am hired or engaged to transact business with the Company, throughout my employment or relationship with the Company. I understand that the Company reserves the right to share the information contained in the report(s) with any third-party companies for whom I will be placed to work or with whom I will have a relationship or will have access to the premises.

I understand and authorize information which is contained in my employment application, or otherwise disclosed by me, may be used for the purpose of obtaining consumer reports and/or investigative background reports at any time during my relationship with the Company. I also understand that nothing herein shall be construed as an offer of employment. I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, drug laboratories, consumer reporting agencies, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by ACUTRAQ.

A credit report may be obtained in connection with your application for employment. If a credit report has been ordered, you may have additional rights under the Federal and State laws. If Company orders a credit report it will be for the following reason:

California Applicants Only: I acknowledge receipt of a copy of California Civil Code 1786.22. Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by ACUTRAQ during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at ACUTRAQ's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. ACUTRAQ has trained personnel available to explain your file to you, including any coded information. By signing below, you acknowledge receipt of California Civil Code 1786.22,

New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

California, Minnesota or Oklahoma applicants only:

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

I wish to receive a free copy of the report.

I HEREBY CERTIFY THAT THIS FORM WAS COMPLETED BY ME, THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AS OF THE DATE HEREOF AND I AUTHORIZE ACUTRAQ TO OBTAIN CONSUMER REPORT(S) AND/OR INVESTIGATIVE CONSUMER REPORT(S) ON ME.

I acknowledge that the Company has provided me with a copy of *A Summary of Your Rights Under the Fair Credit Reporting Act*.

Signature: _____ Date: _____

Please Print:

Full Name: _____

*Date of Birth: _____ *Gender: Female Male

Social Security Number: ____-____-_____

Driver's License Number: _____ Issuing State: _____

Daytime Phone Number: _____

Other Names Used (alias, maiden, nickname): _____

Current Address: _____ Street Address

_____ City, ST, Zip

_____ Dates

***NOTE: Date of Birth and Gender information are required for identification purposes only, and are in no manner used as qualifying for a relationship with the Company.**

STATE LAW NOTICES

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization to Obtain Consumer and/or Investigative Consumer Report.

Massachusetts and New Jersey: If Company request an investigative background report, you have the right, upon written request, to a copy of the report.

New York Applicants Only: You have the right to request whether the Company requested an investigative consumer report and, if so, the Company will give you the name and address of the report's provider if other than ACUTRAQ. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by directly contacting ACUTRAQ (or another organization identified by the Company as the provider of an investigative consumer report).

Washington State: If Company requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from Company a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from ACUTRAQ a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

CREDIT REPORTS:

California, Colorado, Connecticut, Hawaii, Illinois, Maryland, Nevada, Oregon, Vermont, and Washington State: The listed states restrict the circumstances in which Company may obtain credit information about you. Company will not obtain credit information about you unless such information is substantially related to the duties and responsibilities of the position for which you are applying or for any other reason otherwise permitted under applicable law.

Para informaci n en espaol, visit www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 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 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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. For information about your federal rights, contact:

| TYPE OF BUSINESS: | CONTACT: |
|---|--|
| <p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p> | <p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p> |
| <p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p> |
| <p>3. Air carriers</p> | <p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p> |
| <p>4. Creditors Subject to the Surface Transportation Board</p> | <p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p> |
| <p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p> | <p>Nearest Packers and Stockyards Administration area supervisor</p> |
| <p>6. Small Business Investment Companies</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p> |
| <p>7. Brokers and Dealers</p> | <p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p> |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p> | <p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p> |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p> | <p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p> |