

EMPLOYMENT APPLICATION

Green Companies Development Group, Inc.

Green Development is an equal opportunity employer and is committed to make employment decisions based on merit, qualifications and abilities and does not discriminate in employment opportunities and practices on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state or federal laws. Green Development will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to Green Development.

Please Print. Complete this application in full even if attaching a resume.

EMPLOYMENT DESIRED		
Position(s) Applied For		Date of Application
Date Available for work	Employment Desired (full time, part time, etc.)	
What are your salary expectations for the position you are applying for?		
How did you hear about this position?		
PERSONAL INFORMATION		
Last Name	First Name	Middle Name
Current Street Address (Provide Address for Past 10 Years)		City, State, Zip Code
Prior Street Address	Length of Residence	City, State, Zip Code
Prior Street Address	Length of Residence	City, State, Zip Code
Telephone Number	Alternative Telephone Number	
Social Security Number	Email Address	
GENERAL INFORMATION		
Are you over the age of 18 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are under the age of 18 years of age, can you provide proof of eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No (A conviction will not necessarily automatically disqualify you for employment)		
If yes, please explain:		
If hired, do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed with Green Development before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, when and at what location(s)?		
Do you have relatives or friends who work for Green Development? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, license#:	State: Exp:
Can you work mornings or evenings? Yes No	Are you available to work holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What days are you available to work? Mon Tues Wed Thurs Fri Sat Sun (please circle)		
How did you hear about Green Development? Who referred you? (Please be specific)		

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EDUCATION				
Type of School	Name and Location of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
College				
Graduate				
Other (please specify)				

ADDITIONAL EXPERIENCE OR QUALIFICATIONS	
List any other experience, skills or other qualifications including any professional, trade, business or civic activities and offices held which may help qualify you for this position:	

EMPLOYMENT HISTORY			
Beginning with your most recent employer, list the past three employers. You must complete this section even if you are attaching a resume. May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Start Date	End Date	Essential job functions of your position
Address		City, State, Zip	
Phone Number	Starting Salary	Ending Salary	
Job Position	Name of Supervisor		
Reason(s) for leaving:			
Employer	Start Date	End Date	Essential job functions of your position
Address		City, State, Zip	
Phone Number	Starting Salary	Ending Salary	
Job Position	Name of Supervisor		
Reason(s) for leaving:			
Employer	Start Date	End Date	Essential job functions of your position
Address		City, State, Zip	
Phone Number	Starting Salary	Ending Salary	
Job Position	Name of Supervisor		
Reason(s) for leaving:			

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REFERENCES

Please list three people, not related to you, who can provide professional references of your work performance within the last 5 years.

Name	Address	Phone Number	Email Address	Relationship/Occupation	Years Known

APPLICANT'S CERTIFICATION AND AGREEMENT

Please read each statement closely and initial each acknowledging your understanding

_____ I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and that I have not knowingly withheld any information that might adversely affect my chances of employment. I further certify that I have personally **completed this application**.

_____ I understand that, if employed, falsification, misrepresentation, or omissions of any facts called for on this application, or any other document used to secure employment, shall be cause for denial of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I agree to any legally permitted testing, such as personality testing, credit, driving, and criminal background checks, references and/or other background checks, required by Green Development as a condition of employment. In addition, I understand that Green Development requires job applicants who are offered employment to submit to an investigation into all statements and references contained in this application. Said investigation may include workers' compensation background checks, medical reviews including medical exams and verification of medical questions.

_____ I understand and agree that Green Development is under no obligation to hire me as a result of accepting this application. I also understand that should I be extended an employment offer and accept such offer, my employment will be "at-will", which means that either I or Green Development may terminate the employment relationship at any time, with or without cause, notice, or any specific procedures.

My signature below acknowledges that I have fully read, understand and agree to the above statements.

Signature

Date

COMPLETE AND RETURN THE ATTACHED DOCUMENTS AS A CONDITION OF EMPLOYMENT

- ☐ Background Checks Disclosure and Authorization Notice
- ☐ Applicant Release of Information
- ☐ FCRA Summary of Rights

Background Checks

Green Companies Development Group, Inc.

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF CONSUMER REPORT FOR EMPLOYMENT PURPOSES

In connection with your application for employment, and, if you are hired, in connection with any promotion, reassignment, retention and/or discipline, we may obtain a "consumer report" about you as part of our decision-making process. A "consumer report" is a written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living, and may include verification of your social security number, prior addresses, and a criminal records check and any other background check.

Should a consumer report be requested, you have the right to receive a copy of the consumer report. Please check the box below if you wish to receive a copy of such report.

☐ I wish to obtain a copy of any consumer report obtained about me.

By your signature below, you authorize us to obtain a consumer report about you for employment purposes.

Name: _____
(Please print)

Address: _____

Signature: _____

SSN: _____

DOB: _____ *(for consumer reporting purposes only)*

Applicant Release of Information

Green Companies Development Group, Inc.

I hereby authorize the below stated company (former employer) to release any information it may have concerning me which is on record or otherwise related to my past employment to Green Development (prospective employer). I release and discharge both my former and prospective employer, and all individuals connected therewith, from any and all liability whatsoever that may otherwise be incurred in furnishing such information related to this Employment Verification.

Printed Applicant Name: _____

Date: _____

Signature of Applicant: _____

SS#: _____

OFFICE USE ONLY

Dear _____ (former employer),

The applicant named below is applying for the position of _____ with our company. The applicant has listed you or your organization as his/her former employer. Pursuant to the release signed by the applicant above, please provide the requested information concerning the applicant named and return this Employment Verification to Green Development via fax; _____.

Thank you.

Dates of Employment: _____

Salary History: _____

Position(s) Held: _____

Reason for leaving: _____

Please rate the Applicant in each of the following areas:

	Excellent				Poor
Job Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you rehire the Applicant? ☐ Yes ☐ No

Reference Given By: _____

Printed Name & Job Title

Signature

Date

May we contact you should we have any additional questions? ☐ Yes ☐ No

If yes, please provide your contact information _____

Phone/Email Address

A Summary of Your Rights Under the Fair Credit Reporting Act

Green Companies Development Group, Inc.

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.

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 1-888-5-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.

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 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer and 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 Ave, Suite 100 Kansas City, Missouri 64108 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

FCRA Summary of Rights Acknowledgement

I acknowledge I have been given a copy of the Fair Credit Reporting Act (FCRA) Summary of Rights and that I have asked any questions that are of concern to me regarding it.

Printed Name

Signature

Date