

**THE ALLENDALE COMMUNITY FOR SENIOR LIVING**  
EMPLOYMENT APPLICATION



Please fill in all spaces. Enter N/A if an item does not apply to you.

APPLICANT INFORMATION					
Last Name		First Name		M.I.	Today's Date
Address-Street				City	
State	Zip	Telephone No.		Cellphone	
Email Address				Social Security No.	
Position Desired				Date of Birth	
Professional License No.			Type	State	
Have you been licensed in any other state? If yes, please specify (when and where)					
Are You Related To Anyone In Our Employ?			Who and How?		
Were you referred by anyone in the company? If yes, please write the name of the employee					
IN CASE OF EMERGENCY					
Name					
Address					
Telephone Number			Relationship		
EDUCATION					
Name and Location of Schools or Colleges	Major Subject(s)	Did You Graduate? Y/N	Date of Graduation Month-Day-Year	Type of Degree/Certificate	
WORK HISTORY					
Name and Address (Supervisor)	START	END	Salary	Job Responsibility	Reason for Leaving

**PERSONAL REFERENCES (NOT RELATIVES)**

Name	Address	Telephone No.	Relationship

***EMPLOYEMENT UNDERSTANDING (Please Read and Sign)***

This institution does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, Vietnam era veteran status or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the physical examination and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form ( I-9 ), and within three days show satisfactory evidence of identity and eligibility for employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

***STOP- APPLICANT PLEASE DO NOT WRITE IN SPACE BELOW***

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_

Remarks:

## **Notice Regarding Consumer Report or Investigative Consumer Report**

In connection with your potential employment by Allendale Community for Senior Living (“Allendale”), you are required to consent, in writing, to the issuance to Allendale of a Consumer Report, which may include a Consumer Credit Report or an Investigative Consumer Report about you.

Set forth below is important information about these two kinds of reports and your rights under the Federal Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*, and applicable state law. **Please read this information carefully.** If you have any questions about these reports, please contact Human Resources.

A Consumer Report is a written or oral report or other communication prepared by a consumer reporting agency (“CRA”) that may be a summary of, among other things, your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An Investigative Consumer Report is a report prepared by a CRA that may contain information on your character, general reputation, personal characteristics, or mode of living obtained through any means, including personal interviews with your friends, neighbors or associates, or with others with whom you are acquainted or who may have knowledge concerning any such items of information. The CRA that will be conducting this investigation is

***ACCUTRACE, Inc.***

*495 Highlands Boulevard • Suite 106A • Coatesville, PA 19320*

*Phone: 888-548-7223 / 484-381-3200*

Under the Fair Credit Reporting Act, you have the right to request additional information on the nature and scope of the Investigative Consumer Report of which you may be the subject. If you wish to exercise this right, please send a written request to Human Resources. You also have the right to request a written summary of the rights of a consumer. We are providing you with the latter document at this time, entitled “A Summary of Your Rights Under the Fair Credit Reporting Act.”

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://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](http://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](http://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](http://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](http://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](http://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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<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 &amp; 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>

## **Your Rights Under the New Jersey Fair Credit Reporting Act**

The New Jersey Fair Credit Reporting Act (NJFCRA) is modeled after the Federal Fair Credit Reporting Act. You have been provided with a summary of your rights under the Federal law. Your rights under the NJFCRA generally are similar to those under the Federal law. You can find the full text of the NJFCRA, N.J.S.A. §56:11-29 – §56:11-41, at the New Jersey State Legislature's website, and can obtain answers to questions about the NJFCRA by contacting the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, at:

124 Halsey Street  
Newark, NJ 07102  
Phone: 800-242-5846

The NJFCRA provides that, in using a consumer report for employment purposes and before taking any adverse action based in whole or in part on the report, the person intending to take an adverse action shall provide the consumer with a copy of the report.

## Disclosure and Authorization

**DISCLOSURE: A CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT MAY BE PROCURED FOR EMPLOYMENT PURPOSES.**

*I voluntarily and knowingly authorize, for purposes of my employment or potential employment (as the case may be) only, Allendale Community for Senior Living ("Allendale") to have ACCUTRACE, Inc. a Consumer Reporting Agency ("CRA"), located at **495 Highlands Boulevard Suite 106A Coatesville, PA 19320 Phone: 888-548-7223/ 484-381-3200** obtain a Consumer Report or an Investigative Consumer Report about me, now or at any time during my prior to or during my employment by Allendale without obtaining additional consent, where permissible by law. The information sought may include, but is not limited to, my credit report, my criminal record, my driving record, verification of my social security number, my workers' compensation claims, verification of my education, and verification of my employment history and prior business or contractual relationships.*

I understand that a Consumer Report, also known as a Consumer Credit Report, as defined by the Fair Credit Reporting Act ("FCRA") and applicable state law, is a written or oral report or other communication prepared by a CRA that may include a summary of my credit standing, credit capacity, credit worthiness, character, general reputation, personal characteristics, or mode of living. I understand that an Investigative Consumer Report is a report prepared by a CRA that may contain information regarding my character, general reputation, personal characteristics, or mode of living obtained through any means, including personal interviews with my friends, neighbors or associates or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I have received and reviewed the accompanying documents entitled "Notice of Consumer Report or Investigative Consumer Report" and "A Summary of Your Rights Under the Fair Credit Reporting Act."

Applicant's Name: \_\_\_\_\_  
First M.I. Last

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

(This is used for only criminal and driving records retrieval)

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MM DD Year

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_ Length of Residency: \_\_\_\_\_yr.  
Street Address

Please list any other previous residences for the last 7 years. (Bold area is required).

Approx. Dates	Street Address	City	State	Zip

Telephone: \_\_\_\_\_ Race: \_\_\_\_\_

**For residents of, or for jobs located in California, Maine, Massachusetts, Minnesota, New Jersey, New York, Oklahoma, and Washington, you may request a free copy of any background check report by checking the box below.**

**I request a free copy of the report.**

