

The Monarch Cement Company

APPLICANT INFORMATION

Fill out this form completely. Please print all information except signature. A form that is not signed will be considered as an incomplete application.

Last Name:	First Name:	Middle Name:
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Please explain any periods of unemployment:

Date: _____ Explanation: _____

Date: _____ Explanation: _____

ACCIDENT RECORD

For the past 5 years (Attach sheet if more pages are needed) If none write : "None"

Dates	Description of Accident	Fatalities	Injuries	Other

CRIMINAL RECORD

Note: A criminal conviction may not disqualify you from consideration for employment, but failure to accurately complete this section will result in disqualification.

Have you been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so please list date and offense(s):
Name and Location of the Court:	Disposition of the case(s):
Name of probation/parole officer: Phone No: May we contact him/her? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are there any felony or misdemeanor charges pending against you at this time? Yes <input type="checkbox"/> No <input type="checkbox"/>

SKILLS AND QUALIFICATIONS

Licenses/degrees you currently hold; List any courses/training or certifications applicable to the position.

Description of Training	Date Obtained/Completed

HIRING PROCESS

Please review your application and all the forms you have completed to make sure that they are complete to the best of your ability. An incomplete application may result in your being disqualified for further consideration regarding this hiring process. Questions regarding your application or the hiring process should be directed to the Company or Human Resources Department.

I hereby give the Company, Human Resource Department and/or its representatives the authorization to obtain the information as requested from former employers, and I release those providing that information from any and all liability that may arise by the truthful disclosure of said information.

I understand that if I am hired I am free to resign at any time with or without cause and without prior notice with the Company reserving the same right to terminate my employment at any time, with or without cause and without prior notice, other than that which would be required by law. This application and all the documents associated herein do not constitute an agreement or a contract for employment or for any specific duration of time. I understand that no representative of the employer, other than the authorized administrative officer of the Company can do otherwise.

I understand that it is the policy of the Company that all applicants offered employment must successfully complete a drug screen providing evidence of the absence of impairing substances. I also am aware and understand that a confirmed drug test result for the presence of an illegal substance or my failure to submit to a drug screen as directed will preclude me from consideration for employment with the Company for a period of (1) year. I also understand that if I am hired, I will be subject to and required to provide proof of identity and legal work authorization.

I verify and certify that the information I have provided for this Application for Employment and in any resume or other documents attached or provided by me or any other party, or person designated to represent me in my interests are true, correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions made by me on this application or any other document included herein, will be adequate grounds for rejection of this application by the Company, or discharge from employment once hired.

My signature acknowledges that I have read, understand and agree to the above statement.

Date: _____

Applicant's Signature

THE FAIR CREDIT REPORTING ACT

Public Law 91-508 effective April 25, 1971 with Amendments
(15 U.S.C. - 1681 et seq.)

604. Permissible purposes of reports

A consumer reporting agency may furnish my consumer report under the following circumstances and no other:

- (1) In response to the order of a court having jurisdiction to issue such an order, or a subpoena issued in connection with proceedings before a Federal grand jury.
- (2) In accordance with the written instructions of the consumer to whom it relates.
- (3) **To a person which it has reason to believe-**
 - (A) Intends to use the information in connection with a credit transaction involving the consumer on whom the information is to be furnished and involving the extension of credit to, or review or collection of an account of, the consumer; or
 - (B) Intends to use the information for employment purposes;**
 - (C) Intends to use the information in connection with the underwriting of insurance involving the consumer; or
 - (D) Intends to use the information in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status; or
 - (E) Otherwise has a legitimate business need for the information in connection with a business transaction involving the consumer.

606. Disclosure of investigative consumer reports

- (a) A person may not procure or cause to be prepared an investigative consumer report on any consumer unless;
 - (1) It is clearly and accurately disclosed to the consumer that an investigative consumer report including information as to his/her character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be made, and such disclosure (A) is made in writing, mailed, or otherwise delivered, to the consumer, not later than (3) days after the date on which the report was first requested, and (B) includes a statement informing the consumer of his/her right to request additional disclosures provided for under the subsection (b) of this section; or
 - (2) The report is to be used for employment purposes for which the consumer has not specifically applied.
- (b) Any person who procures or causes to be prepared an investigative consumer report on any consumer shall, upon written request made by the consumer within a reasonable period of time after the receipt by him/her of the disclosure required by this subsection (a) (1) shall make a complete and accurate disclosure of the nature and the scope of the investigation requested. The Disclosure shall be in writing mailed, or otherwise delivered, to the consumer not later than five days on which the request for such disclosure was received from the consumer or such report was first requested, whichever is the later.
- (c) No person may be held liable for any violation of subsection (a) or (b) of this section if he shows by a preponderance of the evidence that at the time of the violation he maintained reasonable procedures to assure compliance with subsection (a) or (b).

For a complete copy of the Fair Credit Reporting Act, or to learn more about your rights you may visit the FCRA website at <http://www.ftc.gov/os/statutes/fcra.htm>

I acknowledge being advised of my rights pursuant to the FCRA.

Date: _____

Applicant Signature _____