

**RETIREMENT CARE SERVICES, LLC**  
20375 Center Ridge Road, Rocky River, Ohio 44116  
(440) 356-5444

**APPLICATION FOR EMPLOYMENT**

PERSONAL INFORMATION

Name \_\_\_\_\_

Previous/Different last name(s) used, if any \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Have you been an Ohio resident continuously for last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_ (proof required)

Email: \_\_\_\_\_ Preferred Phone:(\_\_\_\_\_) \_\_\_\_\_

Position applying for \_\_\_\_\_ Preferred shift \_\_\_\_\_

Salary/Hourly Rate desired \_\_\_\_\_ Available start date \_\_\_\_\_

GENERAL INFORMATION

Are you a U.S. citizen, a lawful permanent resident or otherwise legally authorized to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No (An offer of employment will be conditioned on your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States).

Are you under 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of a misdemeanor committed within the last five (5) years or were you imprisoned for a misdemeanor, which occurred more than five (5) years ago? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered *Yes* to either of the above questions, please explain fully. This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered \_\_\_\_\_

EDUCATION AND TRAINING

High School \_\_\_\_\_ Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Location(City/State) \_\_\_\_\_ Course of Study \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_

Location(City/State) \_\_\_\_\_ Major \_\_\_\_\_

**Graduate School** \_\_\_\_\_ Degree \_\_\_\_\_

Location(City/State) \_\_\_\_\_ Major \_\_\_\_\_

**Apprentice, Business, Vocational School** \_\_\_\_\_

Location(City/State) \_\_\_\_\_

Certificate/Course of Study \_\_\_\_\_

**Other job-related training or skills, including special courses, etc.** \_\_\_\_\_

\_\_\_\_\_

### **EMPLOYMENT HISTORY**

*Beginning with your present or most recent employer*

**Employer** \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Hourly Rate/Annual Salary \_\_\_\_\_ Date Started (M/Y) \_\_\_\_\_ Date Ended (M/Y) \_\_\_\_\_

Title/Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for a reference at this time? \_\_\_ Yes \_\_\_ No (state reason \_\_\_\_\_)

Brief description of responsibilities \_\_\_\_\_

**Employer** \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Hourly Rate/Annual Salary \_\_\_\_\_ Date Started (M/Y) \_\_\_\_\_ Date Ended (M/Y) \_\_\_\_\_

Title/Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for a reference at this time? \_\_\_\_ Yes \_\_\_\_ No (state reason \_\_\_\_\_)

Brief description of responsibilities \_\_\_\_\_

**REFERENCES AND ADDITIONAL INFORMATION**

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Business Relationship \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Business Relationship \_\_\_\_\_ Email: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your Application: \_\_\_\_\_

**ACKNOWLEDGMENT AND RELEASE**

I certify that the facts and information contained in this Application are true, accurate and complete to the best of my knowledge. I understand that if employed, any incomplete, false or misleading statements in this Application, or in any supplement hereto, will be grounds for dismissal.

I authorize Retirement Care Services, LLC and its authorized agents (collectively referred to herein as "Company") to investigate and verify my past employment, educational credentials and other information and statements contained in this Application and I authorize the references listed herein to give Company any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I agree to cooperate with such investigations and I hereby release Company and all parties supplying such information, personal or otherwise, from any and all claims, liabilities and damages, of any kind or nature, associated therewith or arising therefrom.

I understand that if I am offered employment, I will be required to provide a set of fingerprint impressions and that a criminal records check will be conducted pursuant to applicable federal and state laws. I understand that any offer of employment will be contingent on the results of such criminal records check, as well as a satisfactory physical examination and tuberculosis testing required under Ohio law and I hereby release Company and all parties conducting the same from any and all claims, liabilities and damages, of any kind or nature, associated therewith or arising therefrom.

I understand that nothing in this Application creates an express or implied contract of employment between me and Company. If hired, I understand and agree that my employment and compensation would be "at will", which means that it would not be for any fixed or definite period of time and could be terminated by me or the Company, for any reason, at any time, with or without cause and without prior notice and the same cannot be modified or changed except in writing signed by the President of the Company. No other representative has the authority to make any agreement with me to the contrary.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# RETIREMENT CARE SERVICES, LLC

## DISCLOSURE AND AUTHORIZATION FORM

### DISCLOSURE: OBTAINING AN INVESTIGATIVE CONSUMER REPORT

As part of our employment process, Retirement Care Services, LLC and its authorized agents (collectively referred to herein as "Company") may obtain an investigative consumer report for employment purposes. This may include interviews and information as to your character, general reputation, personal characteristics, mode of living; work habits, performance, personnel file and reasons for termination of employment, professional licenses or credentials; financial/credit history; and/or criminal/civil and driving history.

If an investigative consumer report is requested, you will have the right to request additional disclosures under federal law. Upon your written request, made within a reasonable time, the Company will disclose the nature and scope of the investigation requested and will send this information within five (5) days of receiving your written request. You may have additional rights under federal law, as summarized in the enclosed notice, *A Summary of Your Rights Under the Fair Credit Reporting Act*. This disclosure is made pursuant to the Fair Credit Reporting Act (FCRA).

### AUTHORIZATION TO OBTAIN CONSUMER REPORT

I understand that in connection with Company's consideration of me for employment, promotion, position re-assignment and/or at any time during my employment (if hired), Company may be requesting information from public and private sources as to my character, general reputation, personal characteristics, mode of living; work habits, performance, personnel file and reasons for termination of employment, professional licenses or credentials; financial/credit history; and criminal/civil and driving history. I hereby authorize and give my full consent for the foregoing information (and any medical information contained therein) to be released to and obtained by Company.

I acknowledge that a facsimile or photographic copy of this Authorization shall be as effective and valid as the original. This Authorization will remain in force until I specifically revoke it in writing. Accordingly, the foregoing information may be obtained not only at the time of my employment application, but also at any time during employment with Company (if hired). This Authorization is given pursuant to Fair Credit Reporting Act (FCRA).

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

Print Name: \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)

Other names used: \_\_\_\_\_

*The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential information and will not be used for other purposes.*

\_\_\_\_\_  
Social Security No.      Driver's License No.      State      Name as it appears on License

*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 the 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).
- **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:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
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	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357