

the university BOOK STORE

711 State Street • Madison, Wisconsin 53703

APPLICATION FOR EMPLOYMENT

This firm does not discriminate in hiring or employment on the basis of race, color, creed, religion, national origin, ancestry, mental or physical disability, sex, sexual orientation, marital status, age, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin. No questions on this application are intended to secure information to be used for such discrimination.

Date:	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:	Social Security Number:		
Present Address:			
City:	State:	Zip Code:	Tel. Number:

Position Applied For:	Salary Expectations:		
Location Preferred (State St., Hilldale, Health Science):	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Summer Only
Have you been employed by the University Book Store/Thrifty Reader before? (If yes, provide dates)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	To: From:
Are you authorized to work in the United States? (Upon hiring, proof will be required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Referred By: <input type="checkbox"/> Newspaper - Name:	<input type="checkbox"/> Friend - Name:	<input type="checkbox"/> Website - Name:	<input type="checkbox"/> Walk-In
Have you been convicted of a felony? (A conviction is not an automatic bar to employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please state the nature of the crime, when, where and disposition of offense:			

Personal References

Name and Occupation	Address	Telephone Number

Education

	Name & Location of School	Years Attended	Course of Study	Did You Graduate?
HIGHSCHOOL				
COLLEGE				
OTHER				

Military Service

Branch:	Dates From:	To:
Special Military Training Or Education:		

Employment Record

Please give full descriptions, beginning with most recent employment (if not continually employed, please indicate periods of unemployment).

Employer:	Dates Employed		Hourly Rate / Salary	
Street Address:	From	To	Starting	Final
City: State: Zip:				
Telephone Number:	Job Responsibilities:			
Job Title:				
Supervisor:				
Reason For Leaving:				

Employer:	Dates Employed		Hourly Rate / Salary	
Street Address:	From	To	Starting	Final
City: State: Zip:				
Telephone Number:	Job Responsibilities:			
Job Title:				
Supervisor:				
Reason For Leaving:				

Employer:	Dates Employed		Hourly Rate / Salary	
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City: State: Zip:				
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Supervisor:				
Reason For Leaving:				

Employer:	Dates Employed		Hourly Rate / Salary	
Street Address:	From	To	Starting	Final
City: State: Zip:				
Telephone Number:	Job Responsibilities:			
Job Title:				
Supervisor:				
Reason For Leaving:				

Skills Inventory

Please indicate below the skills you have acquired through work experience and/or related education. List the number of months or years of experience in the appropriate column(s). Information included will be used in respect to specific position requirements. Additional noted skills may be used in relation to openings as they occur.

Operate a Cash Register:	Material Handling Equipment:
Typing, Note W.P.M.:	Provide Examples:
Filing:	
Switchboard:	Maintenance (Specify):
Data Entry:	
Adding Machine:	Other:
Personal Computer (Indicate Software):	

I hereby authorize University Book Store to investigate any and all statements made on this application including my prior work history, and specifically release University Book Store, its officers and agents and my prior employers from any and all liability for such investigation. In accepting employment with the company, I agree and understand that either the company or I may terminate my employment and compensation at any time, with or without notice and with or without cause. The facts set forth in my application are true and complete. I understand that any false statement on this application is grounds for disqualification for further employment consideration or for dismissal from employment.

SIGNATURE:

DATE:

Part Time Availability Schedule (please indicate below the hours you are NOT available to work).

Total Number Of Hours You Prefer To Work Each Week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am - 7:45 am							
7:45 am							
8:50 am							
9:55 am							
11:00 am							
12:05 pm							
1:20 pm							
2:25 pm							
3:30 pm							
4:35 pm							
5:30 pm - 9:30 pm							

Are you available during the following periods?

Thanksgiving Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Spring Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Winter Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Summer Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Candidate Release Authorization

- I. In connection with my application for employment or continued employment at The University Book Store (the Company), I understand that a consumer report and/or an investigative consumer report will be ordered that may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, and experience, along with reasons for termination of past employment. I understand that in compliance with applicable law and as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about, but not limited to, my: workers' compensation injuries, driving record, court record, education, credentials, credit, and references. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.
- II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by The University Book Store (the Company) or its agent, to furnish the information described in Section I.
- V. I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to _____. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer, is limited to the following DOT-regulated items: alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name _____ LAST FIRST MIDDLE

Please print other names you have used _____

Home Address _____ City State Zip Code

Social Security Number _____ Date of Birth (FOR IDENTIFICATION PURPOSES ONLY)

The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, MI, OR, SC, TX, WI

Sex: Male Female Race: Asian Black/African American Hispanic/Latino White Other

Driver's License Number _____ State Issuing License _____ Name as it appears on license _____

I PROMISE THE INFORMATION THAT I PROVIDED ON THIS FORM IS TRUE AND CORRECT. I UNDERSTAND THAT DISHONESTY WILL DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT, OR IF I AM HIRED OR ALREADY WORK FOR THE COMPANY, THAT I MAY BE FIRED.

Signature

Today's Date

If required, notarize here. When using an embossed seal, please shade with a pencil before faxing.

Subscribed and sworn before me:

Name

Date

Notary Public

My Commission Expires

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES, SEPARATELY FROM PERSONNEL RECORDS!

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 & 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 Avenue, Suite 100 Kansas City, Missouri 64108-2638 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 of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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, DC 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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 1-888-567-8688.

• **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:

ADP Screening and Selection Services offers this form as a service to our clients. Please feel free to copy this form for your own use. This document is compliant with the requirements of the FCRA in its original format. However, if you chose to modify this document, ADP cannot guarantee it will remain compliant with all federal and state regulations. Please have any modifications reviewed by competent legal counsel.

Candidate Disclosure / Authorization Regarding Procurement of Consumer Reports

The University Book Store (the "Company") will order a consumer report and/or investigative consumer report ("background check report") on you in connection with your application for employment, or if you are already hired, or if you already work for the Company, we may order additional background check reports on you for employment purposes without obtaining additional consent, where permissible by law. The consumer reporting agency ("Consumer Reporting Agency") that will prepare the report is ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524, telephone 800-367-5933. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment or employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

You have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is the later. To receive this information or to inspect any files concerning such a report or to determine if a report has been requested, you may contact the Company or the Consumer Reporting Agency.

The Fair Credit Reporting Act and certain state laws give you specific rights in dealing with consumer reporting agencies. You will find these rights in the attached documents.

Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. By your signature below, you hereby authorize us to order consumer and/or investigative consumer reports including, but not limited to, the following information: social security number validation; criminal, public, educational and, as appropriate, driving records; employment history and earnings history; military service; credit reports, licensing and certification checks, and drug testing results. The information may be obtained from private and public repositories of information, and can be disclosed to the processing agency below and its agents.

I agree that a facsimile or photocopy of this form is valid just like the original form.

This report will be processed by:
ADP Screening and Selection Services
301 Remington Street
Fort Collins, Colorado 80524
800-367-5933

Applicant's Name: _____
(Please Print)

Applicant's Address: _____

City/State/Zip: _____

Signature: _____

Social Security Number: _____

For Identification Purposes Only: Date of Birth: _____