

APPLICATION FOR EMPLOYMENT

Last	First	MI	Date of Application:	Position Applied for:
Street Address:			Potential Start Date:	Desired Salary: \$
			Social Security #:	Personal E-mail Address:
				Linked in Profile: <input type="checkbox"/> yes <input type="checkbox"/> no
City:	State:	Zip Code:	Day Phone:	Evening/Cell Phone:

How did you become aware of IS&S / this career opportunity:

College Job Fair Location:	Website:	Agency/Recruiter:
	IS&S: <input type="checkbox"/>	
Date Attended:	Other:	Referred by IS&S Employee:

Please complete your record of employment. An attached resume will not be accepted as documented employment history for background verification/release purposes. Start with present / most recent employers and list all employers for at least seven years including self-employment, part-time and summer jobs. Please continue on a separate sheet if more space is required. Please print or type and provide all information requested.

Last or Present Company:	Type of Business:	Your last / current Job Title:
Company Address:	Supervisor's Name / Title:	Brief Description of Duties:
	Telephone Number and Ext.:	
City: State: Zip Code:	May we contact this employer? Yes No	
Final Wage/Salary:	*Dates of Employment:	Reason for Leaving:
Bonus:	From: To:	
	Promotions: <input type="checkbox"/> yes <input type="checkbox"/> no	
Previous Employer:	Type of Business:	Job Title:
Company Address:	Supervisor's Name / Title:	Brief Description of Duties:
	Telephone Number and Ext.:	
City: State: Zip Code:	May we contact this employer? Yes No	
Final Wage/Salary:	*Dates of Employment:	Reason for Leaving:
Bonus:	From: To:	
	Promotions: <input type="checkbox"/> yes <input type="checkbox"/> no	
Previous Employer:	Type of Business:	Job Title:
Company Address:	Supervisor's Name / Title:	Brief Description of Duties:
	Telephone Number and Ext.:	
City: State: Zip Code:	May we contact this employer? Yes No	
Final Wage/Salary:	*Dates of Employment:	Reason for Leaving:
Bonus:	From: To:	
	Promotions: <input type="checkbox"/> yes <input type="checkbox"/> no	

* Please identify employment gaps of 6 months or greater, reason and any other important information here:

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Educational/ History

	CITY	STATE	COURSE STUDY Major/Minor	GRADUATE?	DATES ATTENDED Month/Yr
High School				<input type="checkbox"/> yes <input type="checkbox"/> no	From: To:
Technical School Post High School/GED				<input type="checkbox"/> yes <input type="checkbox"/> no	From: To:
College/University				<input type="checkbox"/> yes <input type="checkbox"/> no GPA:	From: To:
Additional College/University				<input type="checkbox"/> yes <input type="checkbox"/> no GPA:	From: To:
Other Education/Training					

Special Skills:

Computer Software Experience / Used:

Software Programming Languages:

Platforms:

Languages or other skills:

Please Complete for Shop or Production Positions Only

<u>Machine Used:</u>	<u>Tolerance:</u>	<u>Years of Experience:</u>
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Military Record

Branch of Service	From:	To:	Job Related Training, Skills or Experience	
<input type="checkbox"/> Not Applicable				
Current Military Affiliation:	Active	Reserve(Active)	Reserve(Inactive)	Highest Rank
<input type="checkbox"/> Not Applicable				

Professional/Work References

Please list 2 past/present Supervisors/Managers with knowledge of your position qualifications:

Name	Current Title/Company	Telephone#	Company where they were your Supervisor/Manager:
Name	Current Title/Company	Telephone#	Company where they were your Supervisor/Manager:

Please list one person (not family) who knows of your qualifications for the position that you are applying:

Name	Relationship / How you know each other	Years Acquainted	Telephone#
Other Considerations Required (Relocation assistance needs, etc)			

Affirmation:

Are you under 18 years of age? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, can you present a work permit? <input type="checkbox"/> yes <input type="checkbox"/> no		
Are you eligible for employment in the US without sponsorship? <input type="checkbox"/> yes <input type="checkbox"/> no Can you show proof? <input type="checkbox"/> yes <input type="checkbox"/> no		
Have you been convicted of a crime?	Offense	Date of Occurrence
<input type="checkbox"/> yes <input type="checkbox"/> no		

**Please use another sheet of paper if you require additional room*

Applicant's verification of information

I certify that the answers and information on this application are true and correct. I understand misrepresentation or omission of facts will be justification for termination of employment from IS&S if employed. I understand that my employment is contingent upon receipt of verification of employment eligibility information such as an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself. I understand as a condition of employment I am required to successfully pass drug, physical, background testing and required IS&S specific testing such as HazCom and ESD.

I understand that IS&S adheres to a policy of Employment-at-will which permits the employee or IS&S to terminate the employment relationship at any time for any reason. Neither the policies embraced by the company nor any other written or verbal communication by a manager, or any other member of management, are intended to create a contract of employment or a guarantee of benefits. I also understand that the policies issued by IS&S may be added to, deleted or changed by the company in its sole discretion. Your completed application form will be maintained in our active files for 1 year from the date of application. You may submit your resume at anytime at our website www.innovative-ss.com.

Employment. Reference and Credential Research Consent

I authorize Innovative Solutions & Support and its agents to contact the past employers and personal references noted on this application and to verify any degrees, licenses, classes and accomplishments that I have claimed.

Applicant's Signature: _____ Date: _____

Any other names under which educational or employment or residence records may have been filed:

NOTICE REGARDING BACKGROUND INVESTIGATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

Innovative Solutions & Support ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204, www.CorporateScreening.com or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by "the company" by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Corporate Screening Services, Inc., another outside organization acting on behalf of "the company", and/or the company itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by "the Company". ☐

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by "the Company" at no charge whenever you have a right to receive such a copy under California law. ☐

Name: _____
Please Print

Social Security Number _____ **DOB**** _____

Current Address _____

City _____ **/ State** _____ **/ Zip** _____

Drivers License Number _____ **State** _____

Signature: _____ **Date:** _____

****Date of Birth is being requested in order to obtain accurate retrieval of records.**

Information in this document is intended only as a service to inform or be educational in nature. Nothing herein should ever be construed as legal advice or opinion, nor as the offer of such.

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW

Employer (the “Company”) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204, www.CorporateScreening.com. The source of any credit report will be [add name of credit bureau].

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

Para información en español, visite www.ftc.gov/credit o describa a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 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, 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.

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- **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 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.
- **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 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, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051