

# Employment Application

**Position Applied For:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Tenura Holdings, Inc. and/or any of its operating subsidiaries, *AmeriPro Funding, Inc., AmeriFirst Insurance Agency, Private Label Realty, 1% Realty, and Reliant Title Agency*, (the COMPANY) is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of the COMPANY and will not be returned. This application for employment is good for 60 days only. Consideration for employment after 60 days requires a new application. **(NOTE: A separate application must be completed for each position for which you are applying.)**

**PERSONAL INFORMATION**

<b>Name (Last, First, Middle Initial):</b>		<b>Personal Email Address:</b>	
<b>Address (Street, City, State, Zip Code):</b>		<b>Salary Requirements:</b>	
<b>Home Phone Number:</b>	<b>Work Phone Number:</b>	<b>May we contact you at work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date you are available for work:</b>
<b>Are you at least 18 years of age or older?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you been employed under other names?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If under 18 years of age, do you have a work permit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>List Name(s):</b>		
<b>Are you now or have you ever been employed by the COMPANY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>List dates and assignment(s):</b>			
<b>Do you have any relatives currently employed by the COMPANY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>List names and relation:</b>			
<b>Have you ever been convicted of a criminal offense?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Note: Omit minor motor vehicle violations. A yes response will not necessarily result in denial of employment.</b>			
<b>If yes, please list charge (s):</b> _____			
<b>Where convicted:</b> _____ <b>Date:</b> _____ <b>Disposition/Status:</b> _____			

Have you ever been terminated or forced to resign from any job?  Yes  No

If yes, please explain:

Are you now or do you expect to be engaged in any other business or employment?

Yes  No

If yes, please explain:

Are you authorized to work in the U.S.?  Yes  No

*If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.*

Give the names of two people, not relatives, who are familiar with your work.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business or Position: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business or Position: \_\_\_\_\_ Years known: \_\_\_\_\_

How did you find out about this job opening?

- Web Page  Human Resource Office  Referral  Job-Line  
 Newspaper (identify)  Other (Please Explain)

**EDUCATION & SKILLS:**

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name & Location of School	# of yrs completed	Graduated		Degree & Major
College:		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
Other:		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
Other:		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
High School/GED:		<input type="checkbox"/> Yes	If no, highest grade completed:	

**OFFICE/COMPUTER SKILLS**

- Word processing  Presentation Software  Transcription  Ten key by touch  
 Database  Desktop Publishing  PC/IBM  Switchboard  
 Spreadsheet  Typing \_\_\_\_ wpm  Apple/Mac

**SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES:** List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional licenses, registrations held (include certifications/registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware.


**EMPLOYMENT HISTORY:** List all employment including military and volunteer service **starting with the most current position held.** Show employment history for at least 10 years or from the time you left school. Explain gaps in employment history. You may attach a resume, **but you must complete the employment section.** This information will be used in reference checks. Failure to answer all items in the following sections may eliminate you from further consideration.

<b>Dates Employed (month/year)</b> From: _____ To: _____		<b>Position Title:</b>	
<b>Salary</b> Start: \$ _____ Final: \$ _____		<b>Organization Name/Address:</b>	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk: _____		<b>Supervisor's Name/Title/Phone:</b>	<b>Reason For Leaving:</b>
<b>May we contact for references?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Duties:</b>			

<b>Dates Employed (month/year)</b> From: _____ To: _____		<b>Position Title:</b>	
<b>Salary</b> Start: \$ _____ Final: \$ _____		<b>Organization Name/Address:</b>	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk: _____		<b>Supervisor's Name/Title/Phone:</b>	<b>Reason For Leaving:</b>
<b>May we contact for references?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Duties:</b>			

<b>Dates Employed (month/year)</b> From: _____ To: _____		<b>Position Title:</b>	
<b>Salary</b> Start: \$ _____ Final: \$ _____		<b>Organization Name/Address:</b>	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk: _____		<b>Supervisor's Name/Title/Phone:</b>	<b>Reason For Leaving:</b>
<b>May we contact for references?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Duties:</b>			
<b>Dates Employed (month/year)</b> From: _____ To: _____		<b>Position Title:</b>	
<b>Salary</b> Start: \$ _____ Final: \$ _____		<b>Organization Name/Address:</b>	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, hrs/wk: _____		<b>Supervisor's Name/Title/Phone:</b>	<b>Reason For Leaving:</b>
<b>May we contact for references?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Duties:</b>			

**PLEASE READ CAREFULLY AND SIGN** - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or terminate without notice. I understand that the COMPANY has the right to review my education, previous employment, driving, and criminal records and other background data.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINATE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



HireRight, Inc. will be verifying the information you provided to Tenura Holdings and/or any of its operating subsidiaries during the pre-employment process and researching background information at our request. Our objective is to complete this process quickly. Please make every effort to accurately provide all of the information requested on the application. A HireRight associate may contact you for additional information during the verification process. Please return the associate's call or e-mail promptly to help ensure that your application is processed as quickly as possible.

Thank you,

Human Resources





## CONSUMER DISCLOSURE AND AUTHORIZATION FORM

### Disclosure Regarding Background Investigation

Tenura Holdings, Inc. and/or any of its operating subsidiaries, *AmeriPro Funding, Inc., AmeriFirst Insurance Agency, Private Label Realty, 1% Realty, and Reliant Title Agency* (the "Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

#### 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](http://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](http://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](http://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 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](http://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](http://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:	PLEASE CONTACT:
<b>Consumer reporting agencies, creditors and others not listed below</b>	<b>Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357</b>
<b>National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)</b>	<b>Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743</b>
<b>Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)</b>	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs Washington, DC 20551 202-452-3693</b>
<b>Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)</b>	<b>Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929</b>
<b>Federal credit unions (words “Federal Credit Union” appear in institution’s name)</b>	<b>National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600</b>
<b>State-chartered banks that are not members of the Federal Reserve System</b>	<b>Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, MO 64108-2638 1-877-275-3342</b>
<b>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</b>	<b>Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306</b>
<b>Activities subject to the Packers and Stockyards Act, 1921</b>	<b>Department of Agriculture Office of Deputy Administrator- GIPSA Washington, DC 20250 202-720-7051</b>

### Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any background reports that may be requested by or on behalf of the Company.

**California, Minnesota or Oklahoma applicants only:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_