



Application For Employment

Ramona Tire, Inc.
Ramona Auto Services, Inc.
Ramona Leasing, Inc.

Revised October 18, 2017

Name of Applicant: _____

PERSONAL DATA

THIS FORM SHOULD BE FILLED OUT IN YOUR HANDWRITING IN INK				Social Security Number			
Home Address	Number, Street, City, State, and Zip Code			Home Phone			
Work or School	Number, Street, City, State, and Zip Code			Cell Phone			
For What Position Are You Applying?	First Choice?		Second Choice				
If you are not a U.S. Citizen, do you have the Legal Right to Secure Permanent Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are You Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Periods of U.S. Military Service	From To	Branch of Service?	Type of Discharge
Date of Birth				What Foreign Language Can You Speak or Write Fluently?			
Do You Have A Valid CA Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Drivers License Number?		Has Your License Ever Been Suspended or Revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No			
First Location Preference?				Have You Ever Been Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have You Ever Been Refused a Bond? <input type="checkbox"/> Yes <input type="checkbox"/> No		If So, What Company and Reason For Refusal?					
Have You Ever Been Convicted of a Misdemeanor? If "YES" Please Explain in Detail?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have You Ever Been Convicted of a Felony? If "YES" Please Explain in Detail?		<input type="checkbox"/> Yes <input type="checkbox"/> No					

EDUCATIONAL DATA

Name of School or College	Location	Attended				Major Subject	GPA	Did You Graduate?
		From		To				
		Mo.	Yr.	Mo.	Yr.			
High School	City, State, & Zip Code							
College or University								
Other Schools Attended								

EMPLOYMENT DATA (List all employment in chronological order - Last position first - Including U.S. Military)

Employer	Address		Telephone Number		Position/Title
Describe Work Experience					
Dates Employed From (Mo. /Yr.) From: To:		Name of Supervisor		Reason for Leaving	
Employer	Address		Telephone Number		Position/Title
Describe Work Experience					
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EMPLOYMENT DATA - Continued

Employer	Address	Telephone Number	Position/Title
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Describe Work Experience

Dates Employed From (Mo. /Yr.) From: To:	Name of Supervisor	Reason For Leaving
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Describe Work Experience

Dates Employed From (Mo. /Yr.) From: To:	Name of Supervisor	Reason For Leaving
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Have you ever worked at Ramona Tire or any of its subsidiaries before? Yes No If answer is "YES", please state where and dates of service.

Why do you wish to leave your present employer? May we contact your Yes No present employer?

Describe briefly the type of work which you are best qualified to do by reason of education, previous employment, or training, and tell why you feel qualified for the position for which you are applying.

Minimum Base Salary Required	If offered employment, how soon can you report to work?
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PERSONAL REFERENCES OTHER THAN FORMER EMPLOYERS AND RELATIVES

Name	Address	Phone	Occupation
Name	Address	Phone	Occupation

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Ramona Tire that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability with respect to positions being and potential for promotions or transfer which may be expected to develop. Applicants are to be recruited, selected, and hired without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, handicap or disability.

In addition, personnel procedures and practices with regard to training, promotion, transfer, compensation, demotion, layoff, or termination are to be administered with due regard to job performance, experience, and qualification, but without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, handicap or disability.

I certify that all the information contained in this application is true, complete, and correct to the best of my knowledge, and understand that any material omission, misrepresentation, or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize investigation of all statements contained in this application.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing my information to you.

It is my understanding, that if hired, my continued employment would be contingent upon my adhering to the rules, regulations, policies and procedures in effect, and failure to do so can result in my termination without notice.

I may terminate my employment with Ramona Tire at any time for any reason, and Ramona Tire may terminate my employment at any time with or without reason.

No Employee of Ramona Tire may change the terms of this policy.

I also hereby authorize Ramona Tire to prepare or cause to be prepared an investigative consumer report (which may include information as to my character, general reputation, personal characteristics, and mode of living) which will or may be based upon personal interviews with my neighbors, friends, and associates. If employment is denied either wholly or partly because of an adverse investigative report, I understand that I will be advised of this fact including the name and business address of the reporting company.

DISCLOSURE/RELEASE/AUTHORIZATION

1. Ramona Tire discloses to you that a consumer report may be obtained for employment purposes as part of the pre-screening background check and at any time during your employment or affiliation.
2. I authorize the procurement of a consumer report by a credit reporting agency or other sources as part of the pre-screening background investigation. If accepted, this authorization shall remain on file and serve as an ongoing authorization for the named employer or its associates or other sources to procure consumer reports at any time during my affiliation or employment period.
3. I also authorize the procurement of an investigative consumer report and understand that it may contain information about my employment and educational background, criminal history, credit, workers comp claims, mode of living, character, and personal reputation. I also understand you make use of the internet including social networking sites. I understand that I have the right to obtain additional disclosure as to the nature and scope of the investigation upon written request within a reasonable period of time and to obtain a copy of the report upon request. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.
4. In connection with this request, I authorize all corporations, companies, former employers, supervisors, credit agencies, educational institutions, law enforcement/criminal justice agencies, city, state, county, and federal courts, state motor vehicle bureaus, and persons to release information they may have about me to the person or company with which this form has been filed if required, or their agent. I further authorize you to secure an investigative consumer report at any time, and any number of times, before, during, and after my employment, if in the company's (or its designees) discretion, it has a legally permissible and legitimate business need for the information requested.

I release and hold harmless all parties involved from any and all liability from damages arising from requesting, procuring, or furnishing the requested information except with respect to a violation of the Act. I authorize the employer and its agent/credit reporting agency and all associated entities and its clients to receive any criminal history information or credit report pertaining to me in the files of any state or local criminal justice agency.

CA, MN, OK RESIDENTS ONLY: As a part of a routine background investigation, we may request a consumer credit report from a consumer credit reporting agency or one of its associated companies. If we do so and you wish them to send you a free copy of this consumer credit report, please check here: _____.

My signature below also indicates I have received a Summary of rights in accordance with the Fair Credit Reporting Act.

Signature of Applicant

Date

This application will be effective for 30 days from the date signed. After 30 days, applicants must refile for further consideration.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Report Act (FCRA) is designed to promote accuracy, fairness, and privacy of information used in the process of granting credit. This information is supplied by public records sources, credit grantors and others to credit reporting agencies (CRA's) who organize and store that information for distribution to credit grantors, employers and insurers who are making credit, employment and insurance decisions about you. The FCRA gives suppliers and users of credit information, and CRA's, specific responsibilities in connection with respective roles in the credit granting and reporting process. The FCRA also gives you specific rights in dealing the these entities, as summarized below. You can find the complete text of the FCR, 15 U.S.C. 1681 ET SEQ., at the Federal Trade Commission's web site (<http://www.ftc.gov>). You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- Access to your file is limited. Your file may only be accessed by those who have a permissible purpose recognized by the FCRA-usually to consider an application you have submitted to a creditor, insurer, employer, landlord, or other business, or to consider you for an unsolicited offer of credit.
- Your consent is required for reports that are provided to employers or that contain medical information. A CRA may not give a report about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You can find what is in your file. Upon your request, a CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to any information concerning "risk scores", or other economic predictors that are in your file. There is no charge for the report if a third party used the information in your file to take unfavorable action toward you and you request the report within 60 days of receiving notice that the information in your file was used by a third party unfavorably. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment with 60 days, (2) you are on welfare, or (3) your reports is inaccurate due to fraud. Otherwise, a CRA may charge you a fee up to eight dollars.
- You must be told if information in your file was a factor considered by a third party who took unfavorable actions toward you. Upon your request, anyone who consider information from a CRA and who takes unfavorable actions toward you-such as denying an application for credit, insurance, or employment-must give you the name, address, and phone number of the CRA that provided the information. Keep in mind that the third party, not the CRA, took the unfavorable action toward you and that the CRA will bot be able to provide you with the reason for the unfavorable action.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA (The source also must advise national CRA's-to which it has provided data of any error). The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your dispute statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove inaccurate information from its files, usually with 30 days after you dispute it. However, the CRA is not required it remove accurate data from you file unless it is outdate (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell the third party who furnished information to a CRA (such as a creditor who reports to a CRA) that you dispute an item, it may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, in error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old (ten years for bankruptcies).
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free telephone number for you to call and tell the CRA if you want your name and address removed form future lists or offers. If you notify the CRA through the toll-free number, it must keep you off the list for two years. If you request, complete and return the CRA form provided for this purpose, you can have your name and address indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.