



# BENJAMIN ROSE INSTITUTE ON AGING

SERVICE • RESEARCH • ADVOCACY

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_  Full time  Part time Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Do you have a legal right to be employed in the U.S? YES  NO  Are you over the age of 18? YES  NO

Have you ever worked for Benjamin Rose? YES  NO  If yes, when? \_\_\_\_\_

In addition to fingerprinting all those selected for employment for the purpose of a Statewide Criminal Background Check, Benjamin Rose also conducts a pre-employment criminal records background check in the county, state or nation where you reside for all applicants. If the background check reveals that an individual has been convicted of or has pleaded guilty to an offense that is relevant to the position for which he/she was hired, then his/her employment may be terminated. If you are hired, your employment will be on a conditional basis pending the results of a Criminal Background Check.

Have you ever been convicted of a crime? YES  NO  Have you been a resident of Ohio for five years? YES  NO

For any convictions, provide further details including dates: \_\_\_\_\_

### Education

High school: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

\_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references who can be contacted.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
     

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
     

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

### Notification of Drug Testing

It is the policy of Benjamin Rose to ensure a workplace free of alcohol and illegal drugs. It is the right, obligation and intent of Benjamin Rose to maintain the highest standards of health, safety and efficiency for its clients, employees, visitors, and general public, and to protect its property, equipment and operations.

Employment is contingent upon participating in required test/s for illegal drug use prior to beginning employment with Benjamin Rose. This is your notification of that requirement. These tests will utilize a urine sample and/or blood serum screen. An initially positive test will be subjected to a confirmation test to verify the results. Applicants with positive test results will not be employed.

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. I also understand that any omission or misrepresentation of information provided may result in my rejection or termination of employment.*

*I authorize the Company to contact and obtain information from all references listed and release any employers or persons listed from liability for any damages for furnishing such information.*

*I have read and fully understand the above statement and contents of the application.*

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



**FAIR CREDIT REPORTING ACT  
DISCLOSURE STATEMENT REGARDING PROCUREMENT AND USE OF  
CONSUMER REPORTS**

In connection with your employment or application for employment with the **Benjamin Rose Institute on Aging**, the Company may obtain or prepare consumer reports or investigative consumer reports, as defined by the **Fair Credit Reporting Act**, on you to verify the information submitted on your application or resume. To obtain or prepare such reports, the Company may inquire into your consumer credit history, education, professional licensing, criminal history at county, state, federal and national levels, motor vehicle history, general reputation, performance, experience, reasons for termination of past employment, and other qualities pertinent to your qualifications for employment. The information contained in such reports may be obtained through a variety of sources, including, but not limited to, public records, educational institutions, financial institutions, credit bureaus, and personal interviews with my current and former employers, friends, neighbors and associates.

To the extent allowed by applicable law, the Company will use information relating to your credit worthiness, credit standing or credit capacity to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

Also, after making you a contingent offer of employment, the Company may also investigate your worker's compensation history to determine that you are not hired for a position or assigned a job function that could aggravate a previous injury.

Under the **Fair Credit Reporting Act**, the Company is required to inform you if an offer of employment is withheld due in whole or in part, to information contained in a Report. Your report will be prepared by Employment Screening Associates (ESA). You have the right, upon written request made within a reasonable time of receipt of this notice, to request a copy of your report after it is completed. Written request for reports may be sent to either the Company or to ESA located at 8010 Blue Ash Rd, Cincinnati, OH 45236. ESA may also be reached by phone at 800.706.8848. A summary of your rights under the Fair Credit Reporting Act are also being provided to you below with this Disclosure Statement.



**FAIR CREDIT REPORTING ACT  
 AUTHORIZATION FOR PROCUREMENT AND USE OF  
 CONSUMER REPORTS**

I voluntarily and knowingly authorize the **Benjamin Rose Institute on Aging** or its authorized agents, for employment purposes only, to obtain or prepare consumer reports or investigative consumer reports (“Reports”) as part of the process of my applying for employment. I understand that if the Company hires me or contracts for my services, I also voluntarily and knowingly authorize the Company to prepare and obtain Reports throughout my employment or contract period. I understand that Reports may include information about my prior employment or military record, education, credit worthiness and history, general reputation, criminal history at county, state, federal and national levels, worker’s compensation history, and/or motor vehicle history. I understand that this information may be obtained through a variety of sources, including, but not limited to, public records, educational institutions, financial institutions, credit bureaus, and personal interviews with my current and former employers, friends, neighbors and associates. I understand that upon written request to the Company, I will be informed whether a Report was requested and given information as to the nature and scope of the Report.

I hereby authorize and request any current or former employer, educational institution, licensing agency, governmental agency, or other individuals and sources to furnish any and all information relating to me that is requested by the Company and/or Employment Screening Associates (ESA).

A photocopy of this authorization shall have the same force and effect as the original. I agree to assist and cooperate with the Company’s investigation of my background, including providing all the necessary documents requested by the Company.

If I am a resident of Minnesota, California or Oklahoma only and would like a copy of the investigative report, I will check here.

**Please provide all requested information and provide addresses for the last seven- (7) years**

Applicant’s Name:      FIRST                  MIDDLE                  LAST                                  Maiden Or Other Name(s)

Current Address - Street, City, State, Zip                                  How Long

Previous Address - City, State, Zip    How Long

Previous Address - City, State, Zip    How Long

Social Security Number    Date of Birth (for confirmation of ID only)

Drivers License Number    State                                  Name - exactly as it appears on Driver’s License

Email Address

**Yes**       **No**  
 Authorization to contact present employer for reference?

Signature    Date



*Para informacion 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, D.C. 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, D.C. 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.
- **Consumers have the right to obtain a security freeze.** You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.
- **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:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National Banks, federal savings associations, and federal branches and federal agencies of foreign banks.</p> <p>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.</p> <p>c. Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations.</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air Carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division, C-75 US Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20590</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>





In addition to the Notice to Users of Consumer Reports, if you are a user of Vermont consumer reports, please read below.

Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999)

**§ 2480e. Consumer consent**

- (a) A person shall not obtain the credit report of a consumer unless:
- (1) The report is obtained in response to the order of a court having jurisdiction to issue such an order; or
  - (2) The person has secured the consent of the consumer, and the report is used for the purpose consented to by the consumer.
- (b) Credit reporting agencies shall adopt reasonable procedures to assure maximum possible compliance with subsection (a) of this section.
- (c) Nothing in this section shall be construed to affect:
- (1) the ability of a person who has secured the consent of the consumer pursuant to subdivision (a)(2) of this section to include in his or her request to the consumer permission to also obtain credit reports, in connection with the same transaction or extension of credit, for the purpose of reviewing the account, increasing the credit line on the account, for the purpose of taking collection action on the account, or for other legitimate purposes associated with the account; and
  - (2) the use of credit information for the purpose of prescreening, as defined and permitted from time to time by the Federal Trade Commission.

**VERMONT RULES \*\*\* CURRENT THROUGH JUNE 1999 \*\*\*  
AGENCY 06. OFFICE OF THE ATTORNEY GENERAL  
SUB-AGENCY 031. CONSUMER PROTECTION DIVISION  
CHAPTER 012. Consumer Fraud--Fair Credit Reporting  
RULE CF 112 FAIR CREDIT REPORTING  
CVR 06-031-012, CF 112.03 (1999)  
CF 112.03 CONSUMER CONSENT**

- (a) A person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing if the consumer has made a written application or written request for credit, insurance, employment, housing or governmental benefit. If the consumer has applied for or requested credit, insurance, employment, housing or governmental benefit in a manner other than in writing, then the person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing or in the same manner in which the consumer made the application or request. The terms of this rule apply whether the consumer or the person required to obtain consumer consent initiates the transaction.
- (b) Consumer consent required pursuant to 9 V.S.A. §§ 2480e and 2480g shall be deemed to have been obtained in writing if, after a clear and adequate written disclosure of the circumstances under which a credit report or credit reports may be obtained and the purposes for which the credit report or credit reports may be obtained, the consumer indicates his or her consent by providing his or her signature.
- (c) The fact that a clear and adequate written consent form is signed by the consumer after the consumer's credit report has been obtained pursuant to some other form of consent shall not affect the validity of the earlier consent.

**BENJAMIN ROSE INSTITUTE ON AGING  
SUPPLEMENT TO APPLICATION FOR EMPLOYMENT (OPTIONAL)**

To comply with Federal Government requirements, we collect statistics on the diversity of our applicants. We welcome this opportunity to inform you that we are a culturally diverse organization that encourages all interested applicants to apply for any positions for which they are qualified.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Please return this page with your application.

**Position Applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sex:  Male  Female

Please indicate if you are of Hispanic, Latino or Spanish origin.

**Hispanic, Latino or Spanish origin** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Regardless of your answer to the prior question, please indicate your race below:

**White** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races** – All persons who identify with more than one of the above five races.

**Other** – All other responses not included in the race categories described above.

Check if any of the following are applicable:

- Vietnam Era Veteran
- Special Disabled Veteran

Please identify where you learned about an employment opportunity with Benjamin Rose.

- |  |   |
|--|---|
| <input type="checkbox"/> Internet          | <input type="checkbox"/> Walk-In                  |
| <input type="checkbox"/> Friend            | <input type="checkbox"/> Relative                 |
| <input type="checkbox"/> Job Fair          | <input type="checkbox"/> School/College Placement |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Other                    |

**Our Policy on Cultural Diversity**

Benjamin Rose actively seeks to hire culturally diverse staff at all levels in order to effectively serve our diverse client population and thereby fulfill our Mission. Benjamin Rose also actively strives to educate our diverse staff to understand the cultural heritage of the various ethnic and minority groups so staff will acquire the sensitivity that consistently demonstrates respect for their cultural background. Benjamin Rose affirms that the heritage and rich variety of so many diverse cultures enhances both the social environment of our community and our own working environment.