



# EMPLOYMENT APPLICATION

## PLEASE PRINT

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

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
No. Street City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

## EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_  Full-time  Part-time

Are you available for work on:  Weekends  Evenings  Holidays  Overtime

If hired, what date can you start work? \_\_\_\_\_ Salary desired: \_\_\_\_\_

## PERSONAL INFORMATION

Have you ever applied to or worked for Sunrise Company or any of our affiliates before?  Yes  No

If yes, when: \_\_\_\_\_

Do you have any friends or relatives working for Sunrise Company or any of our affiliates?  Yes  No

If yes, state name(s) and relationship(s): \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying?  Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

*(Note: We comply with the ADA and applicable state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)*

Are you currently employed?  Yes  No If so, may we contact your current employer?  Yes  No

## EDUCATION, TRAINING AND EXPERIENCE

School	Name / City, State	Number of years Completed	Did you graduate?	Degree or Diploma
High School	Name _____	_____	<input type="checkbox"/> Yes	_____
	City, State _____		<input type="checkbox"/> No	
College/ University	Name _____	_____	<input type="checkbox"/> Yes	_____
	City, State _____		<input type="checkbox"/> No	

Describe Course of Study: \_\_\_\_\_

Describe any specialized training, honors, apprenticeship, and skills: \_\_\_\_\_

Do you speak, write or understand any languages besides English?  Yes  No

If yes, which language(s)? \_\_\_\_\_

Describe any experience, training, qualifications or skills which you feel make you especially suited for work at Sunrise Company? \_\_\_\_\_

## EMPLOYMENT EXPERIENCE – Note: attach additional page if necessary.

Start with your present or most recent job and list all employment for the last 10 years and explain all gaps in your employment, attaching additional sheets if necessary. (Do not substitute your resume for this information.) Include any job-related service assignments and volunteer activities. You may exclude volunteer organizations, which indicate race, color, religion, gender, national origin, disability, sexual orientation, or other protected status.

Employer	Dates Employed From _____ To _____	DESCRIPTION OF DUTIES
Address _____		
Telephone Number(s) _____		
Job Title _____	Supervisor _____	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain: _____		

Employer	Dates Employed From _____ To _____	DESCRIPTION OF DUTIES
Address _____		
Telephone Number(s) _____		
Job Title _____	Supervisor _____	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain: _____		

Employer	Dates Employed From _____ To _____	DESCRIPTION OF DUTIES
Address _____		
Telephone Number(s) _____		
Job Title _____	Supervisor _____	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain: _____		

Explain any gaps in your employment history: \_\_\_\_\_

## REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

NAME	OCCUPATION	TELEPHONE	NUMBER OF YEARS ACQUAINTED
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## PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I authorize representatives of the Company to conduct a thorough investigation of my past employment and activities, and authorize all references provided in this application, as well as all other individuals whom the Company or its representatives may contact, to provide all relevant job-related information they have about me (in each case, unless otherwise required by law, without any notice to me of such disclosure). Notwithstanding the foregoing, I understand that the Company will not seek to obtain information about my salary history and information about any protected characteristics (i.e., mental or physical disability, age, ethnicity). I further understand that the Company will not seek background information about criminal convictions unless and until a conditional offer of employment is made, and then only in a manner consistent with local, state and federal "Fair Chance" laws. I agree to cooperate in any such investigation, and hereby release the Company, all persons and entities acting on its behalf, and all persons and entities requesting or supplying information to the Company, from any and actions, suits, claims, demands, liabilities, damages, costs and expenses (including, without limitation, reasonable attorneys' fees) arising from or in way relating to any lawful investigation or any information requested or supplied. I agree to execute any other documents necessary to enable the Company to accomplish the aims of this paragraph.

\_\_\_\_\_ I understand that nothing contained in the application or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between Sunrise and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Sunrise, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and an authorized representative of Sunrise.

\_\_\_\_\_ I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and their legal authorization to work in the United States. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law. Furthermore, I acknowledge and understand that it is Sunrise's policy, after an offer has been extended but before my hire date, to confirm with the Social Security Administration that my name and the social security number I have provided to Sunrise agree with Social Security Administration's records. If they do not match, I understand that Sunrise will provide me with two weeks to resolve the discrepancy. If the discrepancy cannot be resolved, I further understand that my conditional offer of employment will be withdrawn.

This application will be considered active for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply

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

Signature of Applicant \_\_\_\_\_



## CALIFORNIA NOTICE OF DISCLOSURE AND AUTHORIZATION

I understand that, after a conditional offer of employment has been made, an investigative consumer report and/or consumer report may be requested by Sunrise Company (the "Company"), and used in whole or in part, as a factor in any decisions relating to my employment with the Company. I understand that such reports may include information as to my character, general reputation, personal characteristics and mode of living, and that it may reveal information about my work habits, including oral assessments of job performance, experiences and abilities, along with reasons for termination of past employment.

Additionally, if and only if I have been advised that I am an applicant for **[the Company must check all the boxes that apply]**:  a managerial position that qualifies for the executive exemption from overtime;  a position that involves regular access to bank or credit card information, social security numbers and dates of birth;  a position where I would have regular access to cash totaling \$10,000 or more of either the Company or its guests during the workday;  a position where I would have access to confidential, proprietary information; or  a position where I would be a named signatory on the Company's bank or credit card accounts and/or would be authorized to transfer money on the Company's behalf, then a consumer credit report, including information about my credit history, may be requested by the Company. Such reports may be requested by the Company or on behalf the Company. I also understand that, subject to any legal restrictions imposed by any federal, state or local law, the Company may request information from various federal, state, or other agencies, including public and private sources which maintain records concerning my driving record, criminal record, civil matters, previous employment, educational background and professional licensing, if any.

The information from these reports will not be used in violation of any applicable federal, state or local law or regulation. Before any adverse action is taken against me based in whole or in part on investigative consumer reports and/or consumer reports and/or consumer credit reports, the Company or its designee will provide me with a copy of such report(s).

If investigative consumer reports and/or consumer reports and/or consumer credit reports are requested, the third party agency preparing the reports will be: **SmartHIRE, 2250 Lindsay Way, Glendora, CA 91740, phone number (800) 599-9202, www.ks1927.com** Their files are available for review in person, by certified mail (paying the cost of duplication), or telephonically with proper identification, during normal business hours and on reasonable notice. A summary of the file may be provided by telephone. The agency is required to have personnel available to explain the file and the agency must explain any coded information appearing in the file.

I understand that if the Company obtains an investigative consumer report and/or consumer report about me for employment purposes, I am entitled to receive a copy of the report within three (3) business days of the date it is provided to the Company. If I would like a copy of my investigative consumer report or consumer report, I have checked this box:

I further understand that if the Company obtains a consumer credit report about me for employment purposes, I am entitled to receive a copy of the report, at no cost to me, at the same time it is provided to the Company. If a consumer credit report has been required because I am an applicant for a qualifying position and I would like a copy of my consumer credit report, I have checked this box:

By my signature below, I hereby authorize the Company to obtain investigative consumer reports and/or consumer reports and/or consumer credit reports as set forth above. A signed facsimile or scanned copy of this California Notice of Disclosure and Authorization is the same as an original.

**Applicant/Employee Name: (please print)** \_\_\_\_\_

**Applicant/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Other Names/Social Security Numbers Used: \_\_\_\_\_

Month of Birth \_\_\_\_\_ Day of Birth \_\_\_\_\_ (do not include year of your birth)

Applicant/Employee Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

## FEDERAL NOTICE OF DISCLOSURE AND AUTHORIZATION

I understand that, after a conditional offer of employment has been made, an investigative consumer report and/or consumer report may be requested by the Company, and used in whole or in part, as a factor in any decisions relating to my employment with the Company. I understand that such reports may include information as to my character, general reputation, personal characteristics and mode of living, and that it may reveal information about my work habits, including oral assessments of job performance, experiences and abilities, along with reasons for termination of past employment. Such a report may be requested by the Company or on behalf of the Company. Further, subject to any legal restrictions imposed by any federal, state or local law, the Company may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning your driving record, criminal record, civil matters, previous employment, educational background and professional licensing, if any.

The information from these reports will not be used in violation of any applicable federal, state, or law. Before any adverse action is taken against me based in whole or in part on investigative consumer reports and/or consumer reports and/or consumer credit reports, the Company or its designee will provide me with a copy of such report(s).

I understand that if the Company obtains an investigative consumer report and/or consumer report about me for employment purposes, I am entitled to receive a copy of the report. If I would like a copy of my investigative consumer report or consumer report, I have checked this box:

I further understand that if the Company obtains a consumer credit report about me for employment purposes, I am entitled to receive a copy of the report, at no cost to me, at the same time it is provided to the Company. If a consumer credit report has been required because I am an applicant for a qualifying position and I would like a copy of my consumer credit report, I have checked this box:

By my signature below, I hereby authorize the Company to obtain investigative consumer reports and/or consumer reports and/or consumer credit reports as set forth above. A signed facsimile or scanned copy of this Federal Notice of Disclosure and Authorization is the same as an original.

**Applicant/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS UNDER FAIR CREDIT REPORTING ACT

By my signature below, I hereby acknowledge having received the attached copy of "A Summary of Your Rights under the Fair Credit Reporting Act."

**Applicant/Employee Name: (please print)** \_\_\_\_\_

**Applicant/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## I. 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 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, DC 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.
- **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).
- The following FCRA right applies with respect to nationwide consumer reporting agencies: **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 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 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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 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 Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the 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, S.W., Suite 8200 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>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>