



EMPLOYMENT PACKET

FAX COVER SHEET

Fax to: **Patty Cassell, Human Resources Dept.**

Fax #: **(713) 980-8914**

APPLICANT INFORMATION

Date:	
Applicant Name:	
Position Applying For:	
Phone #:	

Before faxing application, consent form, release form and this cover sheet, please be sure to sign each form where required.

11335 Clay Rd., Ste 100
Houston TX 77041
Phone (713)690-0200
www.noblelogistics.com

NOBLE LOGISTICS, INC. EMPLOYMENT APPLICATION

PERSONAL INFORMATION *(Please print or type information)*

Last Name	First Name	Middle	Other names (Aliases) used
Street Address Apt#	City	State	Zip Code
Home Phone	Cell Phone		
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired can you provide proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired can you prove your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

LICENSES AND CERTIFICATE *(only needed if applying for AM or GM)*

Driver's License Information	Driver's License Number	State	Class	Expiration Date
Vehicle Information	Year Make Model _____	Vehicle License Number		Expiration Date
Vehicle Insurance Information	Do you have coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of coverage <input type="checkbox"/> Liability <input type="checkbox"/> Property		Expiration Date

POSITION DESIRED

Position Applying For	Date Available	Minimum Pay Requirements \$____/hr \$____/wk gross														
Work Availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call	Referred to Noble by: <input type="checkbox"/> Newspaper: _____ <input type="checkbox"/> Other: _____	Hours <u>NOT</u> Available <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td> </tr> <tr> <td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	☐	☐	☐	☐	☐	☐	☐
Mon	Tues	Wed	Thur	Fri	Sat	Sun										
☐	☐	☐	☐	☐	☐	☐										

VOCATIONAL AND MILITARY EXPERIENCE

Veteran of U.S. Armed Forces: <input type="checkbox"/> Active <input type="checkbox"/> Reservist	Type of Discharge:
Skills learned useful for this job:	
Have you ever worked for NLI? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment: From: _____ To: _____
Transportation Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of years experience _____	Details
Logistics Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of years experience _____	Details

REFERENCES *(LIST 3 PERSONS FOR PROFESSIONAL/CHARACTER INFORMATION PURPOSES)*

Name	Relationship	Daytime Phone Number

NOBLE LOGISTICS, INC. EMPLOYMENT APPLICATION

EMPLOYMENT RECORD (LIST YOUR LAST 5 EMPLOYERS BEGINNING WITH THE CURRENT OR MOST RECENT)

End Date Start Date	Employers Name Supervisors Name	City, State, Zip Code Phone Number	Position Held Duties	Reason for leaving?
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

School	Name & Address	Graduated	Degree Received
High School/GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business Correspondence		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMERGENCY CONTACT

Name	Relationship		
Address	City	State	Zip Code
Day Time Phone Number	Evening Phone Number		

CONVICTIONS/BONDS (CIRCLE YES or NO FOR EACH QUESTION)

1. Have you ever been convicted of a felony? (Conviction does not necessarily mean disqualification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been bonded? If yes, name of company: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of a misdemeanor? (does not necessarily mean disqualification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has your driver's license ever been revoked or restricted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been convicted of any drug related offenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The information provided in this application is true, complete and correct. I authorize you to investigate my driving record and personal history. If employed, any misstatement or omission of fact on this application may result in my dismissal. I hereby acknowledge that my employment is "at will", in that I may resign at any time and Noble may terminate my employment at any time, with or without cause. I also understand that any assurances of continued employment, whether written, verbal or by conduct shall not create a contractual obligation upon Noble to continue my employment.

Signature: _____

Date: _____



Consent to Request Consumer Report & Investigative Consumer Report Information

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Applicant's First Name or Initial

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Last Name

I understand that [Insert Company Name] ("COMPANY") will use **Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457** to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, COMPANY may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand **Sterling InfoSystems Inc.'s** ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Education Verification | <input type="checkbox"/> Sex Offender Search |
| <input type="checkbox"/> SSN Trace | <input type="checkbox"/> Employment Verification | <input type="checkbox"/> OFAC/Terrorist Watch List |
| <input type="checkbox"/> Motor Vehicle Report | <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Fraud & Abuse Control Info System (FACIS®) |
| <input type="checkbox"/> Consumer Credit Report | <input type="checkbox"/> Professional License/Certification | <input type="checkbox"/> Office of Inspector General Sanctions (OIG) |

Other Please List:

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if COMPANY makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify COMPANY within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize COMPANY to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling Infosystems, Inc. | 249 W 17th St. 6th Floor, New York, NY 10011 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 | or | 629 Cedar Creek Grade, Winchester, VA 22601 | 866-266-3444

California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only: I have the right to request a copy of any Report obtained by COMPANY from STERLING by checking the box. (Check only if you wish to receive a copy)

California, Connecticut, Maryland, Oregon and Washington State Applicants Only (AS APPLICABLE): I further understand that COMPANY will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California and Connecticut only - in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) **the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (complete the question below)** (Connecticut, Maryland, Oregon and Washington only);(v) I am seeking employment as a covered police, officer , peace officer or other law enforcement position (California and Oregon only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union) , (vi) the COMPANY



PRINT CHARACTERS LIKE THIS

ABCDE 98765

CORRECT INCORRECT



reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only), (vii) I am seeking a position with the state Department of Justice (California only), (viii) I am seeking a position as an exempt managerial employee (California only), or (viii) I am seeking employment in a position that involves regular access to personal information of others (i.e., bank or credit card account information, social security numbers, dates of birth), other than regular solicitation of credit card applications at a retail establishment, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California the COMPANY'S basis for the credit check.

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website - <http://sterlinginfosystems.com/privacy> - to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Signature:

Today's Date:



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 identify 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.
- **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 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.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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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

Disclosure and Authorization Release to Obtain Information

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit **Noble Logistics, Inc.** to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, worker's compensation (post-offer only) and drug testing;
3. In accordance with the Department of Transportation Motor Carrier Safety Regulations Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm or entity that discloses matters in accordance with this authorization, as well as **Noble Logistics, Inc.** from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I understand and agree that if I voluntarily resign within ninety days from date of hire I will be charged for the cost of the background investigation and/or motor vehicle report (MVR) and hereby authorize the deduction of the cost incurred for the background and MVR from my last paycheck.

I hereby authorize **Noble Logistics, Inc.** to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name (please print clearly)

Signature/Date

Autorización de divulgación y publicación para Obtener Información

Según las disposiciones de la Fair Crédito Reportan Acto, 15 USC, Sección 1681 et seq., El Americanos con Deshabilitéis Acto y todas las leyes federales, estatales, y las leyes locales, autorizo y permitir **Noble Logistics, Inc.** para obtener un informe del consumidor y / o informe investigativo del consumidor con pueden incluir los siguientes:

1. Mi historial de empleo;
2. La información relativa a cualquier conducir, antecedentes penales, historial de crédito, registro civil, la indemnización del trabajador (sólo después de la oferta) y las pruebas de drogas;
3. De acuerdo con el Departamento de Transporte de los Reglamentos de Seguridad de Autotransportes Sección 382.413, la información sobre el alcohol y sustancias controladas en los últimos 2 años;
4. Verificación de mi académicas y / o credenciales profesionales, y la información y / o copias de documentos de los registros del servicio militar.

Entiendo que un "informe de investigación del consumidor" puede incluir información acerca de mi carácter, reputación general, características personales, y modo de vida que pueden obtenerse mediante entrevistas con personas con las que conozco o que puedan tener conocimiento sobre estos puntos de la información.

Estoy de acuerdo que una copia de esta autorización tiene el mismo efecto que el original.

Por este medio libero y eximir de responsabilidad a cualquier persona, empresa o entidad que refleja elementos de acuerdo con esta autorización, así como **Noble Logistics, Inc.** de la responsabilidad que de lo contrario podrían resultar de la solicitud de uso y / o divulgación de cualquiera o todos los la información anterior.

Yo entiendo y reconozco que en virtud de disposición de la Fair Crédito Reportan Acto puedo solicitar una copia de algún informe de consumo de la agencia de información de que compiló el informe, después de que me han proporcionado la identificación apropiada.

Yo entiendo y acepto que si voluntariamente renunciar en menos de noventa días a partir de la fecha de alquiler que se cobra por el costo de la investigación de antecedentes y / o informe de los vehículos de motor (MVR) y autorizo la deducción de los gastos derivados de los antecedentes y el MVR de mi último cheque de pago.

Por la presente autorizo **Noble Logistics, Inc.** para obtener y preparar un informe investigativo del consumidor por lo anteriormente indicado, como parte de su investigación de mi solicitud de empleo. Esta autorización permanecerá en vigor durante el curso de mi empleo. Los informes pueden ser ordenados periódicamente durante el curso de mi empleo.

Nombre completo (por favor escriba claramente)

Firma / Fecha