

Employment Application Form



Notice:
Some positions may require completion of a multiple choice job related test.
Please indicate if you need help to complete the application process. Yes No

| PERSONAL INFORMATION | | | |
|---|--|--|-----------|
| Name (Last, First, Middle) | | Social Security Number | Phone No. |
| Street Address | | City | State |
| | | | Zip Code |
| Have you been convicted of a criminal offence with the past seven years? (Except minor traffic offences). <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, give details. | |
| Have you taken any illegal drugs in the last 30 days? | | | |
| Answering yes to the above question does not necessarily exclude you from employment. Due consideration is given to circumstances surrounding conviction(s) | | | |
| Can you upon employment, submit verification of your legal right to work in the United States and documentation verifying your identity? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Are you over 18 yrs <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| In case of emergency, notify the following person: | | | |
| Name: | | Address: | Phone: |

| EMPLOYMENT INTERESTS | | | | | | | |
|---|------------------------------------|------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|----------|
| Type of work desired | | | Salary Expected | | Date Available to Start | | |
| Store Location (if applicable) | | 1 st choice | | | 2 nd Choice | | |
| Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| Availability | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Days | <input type="checkbox"/> Evenings | <input type="checkbox"/> Weekends | |
| Are there any hours, shifts, or days you cannot or will not work? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, explain | | | | |
| (STORE POSITIONS ONLY) Please indicate the days and hours you are available to work | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| | AM | AM | | AM | AM | AM | AM |
| | PM | PM | PM | PM | PM | PM | PM |
| List any special skills/training (i.e. equipment operation, music knowledge, car audio, cash register) which may assist you to qualify for this position: | | | | | | | |

| EDUCATION | | | | |
|-------------------------------|---------------------------|----------------------------------|--|---------------|
| | School Name / City, State | Highest Grade, Diploma or Degree | Graduated | Course/ Major |
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vocational, or Other Training | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

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EMPLOYMENT HISTORY – Information will be verified: complete telephone numbers with area codes are necessary.

Please list ALL JOBS, beginning with your present or last employer. Account for all time periods, including **UNEMPLOYMENT, SELF-EMPLOYMENT, and U.S MILITARY SERVICE.**

| | | | | |
|-----------------------------|--|---|--|------------------|
| 1. Company Name | | Dates of Employment Start Month Yr End Month Yr | | Last Salary |
| Job Title | If currently employed, may we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Telephone Number () | | Type of business |
| Duties and Responsibilities | | | | |
| Reason for leaving | | | | |

EMPLOYMENT HISTORY CONTINUED

| | | | | |
|-----------------------------|--|---|--|------------------|
| 2. Company Name | | Dates of Employment Start Month Yr End Month Yr | | Last Salary |
| Job Title | If currently employed, may we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Telephone Number () | | Type of business |
| Duties and Responsibilities | | | | |
| Reason for leaving | | | | |

| | | | | |
|-----------------------------|--|---|--|------------------|
| 3. Company Name | | Dates of Employment Start Month Yr End Month Yr | | Last Salary |
| Job Title | If currently employed, may we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | Telephone Number () | | Type of business |
| Duties and Responsibilities | | | | |
| Reason for leaving | | | | |

Please explain any gaps in employment history

Have you ever been forced to resign or discharged?

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working with this company? Yes No If yes explain:

I certify the facts set forth in my application for employment are true and complete. I understand that, if employed, false statements in this application may be considered sufficient cause for dismissal. I authorize Trade It! to verify all statements contained in this application and to contact schools, former employers, and to otherwise investigate my personal and professional background, as necessary and as limited above for my present employer. I authorize and release any and all former and/or present employers from any liability whatsoever in connection with Trade It! attempts to verify my past employment. I also understand that, if employed I will be required to complete the Immigration / Naturalization Service form I-9 for employment eligibility and show required supporting documentation.

If employed, I agree to conform to all of the policies and procedures of Trade It! and recognize that my employment and compensation can be terminated, with or without cause, and without notice at any time. I understand that no employee of Trade It! other than an Officer of the Corporation has authority to enter into any agreement for employment for a specified period of time. Any agreement for a specified period of time must be in writing and signed and dated by the Officer and the Employee.

This Employment Application Form is not a contract of employment between the applicant and Trade It!. I understand that I may have to complete the Company's Application for Employment.

EQUAL OPPORTUNITY AND DRUG FREE EMPLOYER

Applicant's Signature _____

DATE: _____

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BASIC MATH SKILLS

1. A customer purchased items in your store totalling \$12.64. They hand you three \$5.00 bills. How much change would you owe them? 1. _____
2. You owe a customer \$1.38 in change. What bills and coins would you give back to the customer as correct change? 2. _____
3. You currently have 12 Nintendo games on your shelf, and you want to keep a minimum level of 6 games at all times. You average sales of 2 games per day. What is the minimum number you would order for enough games for 7 days? 3. _____
4. Your store sells 6 Guitars per day. How many Guitars would you order for a two weeks supply? 4. _____
5. A customer asks for two money orders. The first for the amount of \$637.24 and the second is for \$25.76. If there is a \$1.00 charge for each money order, what is the total amount the customer would owe you? 5. _____

NOTICE REGARDING BACKGROUND INVESTIGATION

Secondhand Concepts may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by **EmployeeScreenIQ, PO Box 22627, Cleveland, OH 44122-0627, 1-800-235-3954**. The scope of this notice and authorization is all-encompassing, however, allowing **Secondhand Concepts** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York & Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting EmployeeScreenIQ directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **EmployeeScreenIQ**, another outside organization acting on behalf of **Secondhand Concepts** itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

The following is for identification purposes only to perform the background check and will not be used for any other purpose:

DATE _____ PRINT NAME _____

SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

SOCIAL SECURITY NUMBER

Date of Birth (For Background Purposes Only)

Drivers License Number State

Current Address: _____

Previous Addresses (Last 7 years): _____

Any other names I have been known by (including maiden name): _____

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 identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.

- **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 Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693 |
| 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 Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051 |