



5922 N Black Canyon Highway  
Phoenix, AZ 85017  
Phone: 602.277.3461  
www.riddlepaintingaz.com  
R.O.C 084296

### Commercial Application for Employment

Only qualified applicants receive consideration for employment without discrimination because of sex, marital status, sexual preference, race, color, creed, national origin, age or the presence of non-job-related handicap.

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. False statements on this application shall be considered sufficient cause for termination.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Number Street City State Zip

Telephone \_\_\_\_\_

How did you learn about Riddle Painting and Coatings \_\_\_\_\_

Position/Type of employment desired \_\_\_\_\_

Have you worked for us before? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, when \_\_\_\_\_

Employee Referral (Name of Employee) \_\_\_\_\_

Name of any relative(s) employed by Riddle Painting and Coatings \_\_\_\_\_

Are you willing for work out of town Yes \_\_\_\_\_ No \_\_\_\_\_

Education \_\_\_\_\_ (Circle Last Year Attended)  
High School \_\_\_\_\_ 1 2 3 4 Graduated Yes \_\_\_ No \_\_\_ If Yes, when \_\_\_\_\_  
Name of High School

Are you willing to work:  
High Work \_\_\_\_\_ Swingstage \_\_\_\_\_ Confined Space \_\_\_\_\_

Do you have reliable transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Fingerprint Clearance Card issued from the Arizona Department of Public Safety?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Applicants: Do not write in this box Comments:   Starting Date _____ Pay Rate _____ Supt. Signature _____ Regular Full Time Employee _____ or Seasonal Employee _____
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Painting & Coatings, Co.

**Painters Experience** (Check all the apply) Journeyman \_\_\_\_\_ Apprentice \_\_\_\_\_

- Residential \_\_\_\_\_ Years Experience
- Commercial \_\_\_\_\_ Years Experience
- Lead Man \_\_\_\_\_ Years Experience
- Own Business \_\_\_\_\_ Years Experience
- Foreman \_\_\_\_\_ Years Experience
- Industrial \_\_\_\_\_ Years Experience

**Skilled Areas** (Check all that apply)

- Brush \_\_\_\_\_ Years Experience
- Spray \_\_\_\_\_ Years Experience
- Sandblasting \_\_\_\_\_ Years Experience
- Sign Painting \_\_\_\_\_ Years Experience
- Dry it Application \_\_\_\_\_ Years Experience
- Hand Taping \_\_\_\_\_ Years Experience
- Scaffolding \_\_\_\_\_ Years Experience
- Special Coatings \_\_\_\_\_ Years Experience
- Roller \_\_\_\_\_ Years Experience
- Paper Hanging \_\_\_\_\_ Years Experience
- Estimating \_\_\_\_\_ Years Experience
- Machine Taping \_\_\_\_\_ Years Experience
- Rigging \_\_\_\_\_ Years Experience
- 

Non-paint-related skills \_\_\_\_\_



Painting & Coatings, Co.

Are you able to consistently meet the attendance requirement of this position? If not, please explain.

\_\_\_\_\_
\_\_\_\_\_

Previous Employers: (Please list your most recent employer first.)

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate \_\_\_\_\_
Address: \_\_\_\_\_
Number Street City State Zip
Telephone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Mo Yr Mo Yr
Start Date End Date
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate \_\_\_\_\_
Address: \_\_\_\_\_
Number Street City State Zip
Telephone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Mo Yr Mo Yr
Start Date End Date
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate \_\_\_\_\_
Address: \_\_\_\_\_
Number Street City State Zip
Telephone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Mo Yr Mo Yr
Start Date End Date
Reason for Leaving \_\_\_\_\_

Personal References (Exclude Relatives)

- 1. \_\_\_\_\_ Phone Number \_\_\_\_\_
2. \_\_\_\_\_ Phone Number \_\_\_\_\_

Have you ever been convicted of a felony within the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_
(A felony conviction is not an automatic exclusion from a job, and convictions are evaluated on a case by case basis depending on company needs and job/client requirements.)



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Applicant agrees to the following conditions of employment:

1. A pre-placement health evaluation, if required, including laboratory testing for drug or alcohol use prior to employment.
2. Submitting proof of citizenship or immigration status upon employment.
3. Completing and executing surety bond application, if required.
4. Meeting attendance and performance requirements.
5. Confirming to the policies and procedures of the Company rules, regulations and instructions.
6. Testing for illicit substances as per the Policy Statement published by the Company.
7. Applicant understands that employment is based on specific project needs and may be terminated or required layoff as the project work force needs dictate.
8. Applicant understands that any employee who personally, or as a result of instructions to his/her subordinate(s) pollutes or causes the possibility of injury to damage to the environment, Persons or property in complete disregard of common sense and/or applicable company, local, state and/or federal laws or regulations, shall be subject to immediate dismissal.

I certify that all the facts and statements in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact either on this application or during the pre-employment process will result in my application be rejected, or if I am hired, in my employment being terminated.

I understand that in accepting this application, the Company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. **I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Riddle Painting and Coatings is of an "at will" nature, which means that you may resign at any time and Riddle Painting and Coatings may discharge you at any time with or without cause.** It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Owners of Riddle Painting and Coatings.

I have been advised that Riddle Painting and Coatings may request an investigative consumer report to be prepared on all information contained herein. I hereby give consent for a consumer report for employment purposes. I hereby authorize, without reservation, any law enforcement agency, administrator, state agency, state repository, former employer, corporation, credit agency, education institution, city, state, federal court, military institution, information service bureau or employer contacted by Riddle Painting and Coatings to furnish any and all information. I do understand the investigation will include information from law enforcement agencies, state agencies and public records information, such as credit, social security, criminal and motor vehicles. This report will include information as to my character, work habits, performance and experience, along with the reasons for termination or past employment from previous employers. My signature below releases any aforesaid parties from any liability and responsibility for collecting the above information at any time.

If a report is obtained, you must provide at my request, the name of the Agency so I may obtain from them the nature and substance of the information contained in the report.

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



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For certain contracts, painters are required to obtain a Fingerprint Clearance Card from the State of Arizona. In order to receive a Clearance Card you cannot be convicted, awaiting trial or agree upon a plea agreement committing any of the following criminal offenses in Arizona or any other jurisdiction.

**This does not impact the hiring process, but for Riddle Painting and Coatings to assign individuals to specific projects.**

1. Sexual abuse of a minor
2. Incest
3. First or second degree murder
4. Kidnapping
5. Arson
6. Sexual assault
7. Sexual exploitation of a minor
8. Felony offenses involving contribution to the delinquency of a minor
9. Commercial sexual exploitation of a minor
10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
13. Burglary in the first degree
14. Burglary in the second or third degree
15. Aggravated or armed robbery
16. Robbery
17. A dangerous crime against children as defined in Section 13-705
18. Child abuse
19. Sexual conduct with a minor
20. Molestation of a child
21. Manslaughter
22. Aggravated assault
23. Assault
24. Exploitation of minors involving drug offenses

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



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### DISCLOSURE

Riddle Painting and Coatings will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment and termination. This report will include information about your character, general reputation, personal characteristics and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is BackgroundChecks.com ("BGC"). BGC's address is PO Box 353, Chapin, SC 29036. BGC's telephone number is 866.265.6602. BGC's website is [www.BackgroundChecks.com](http://www.BackgroundChecks.com).

To prepare the reports, BGC may investigate your education, work history, professional licenses and credentials, references, address history social security number validity, right to work, criminal record, lawsuits, driving record, credit history and any other information with public or private information sources.

You may inspect BGC's files about you (in person, by mail or by phone) by providing identification to BGC. If you do, BGC will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by provide identification.

Please sign below to acknowledge your receipt of this Disclosure.

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

Printed Name \_\_\_\_\_



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R.O.C. License # 084296

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**AUTHORIZATION**

By signing below, you authorize (a) BackgroundChecks.com (“BGC”) to request information about you from any public or private information source; (b) anyone to provide information about you to BGC; (c) BGC to provide Riddle Painting and Coatings one or more reports on that information and (d) Riddle Painting and Coatings to share those reports with others for legitimate business purposes related to your employment. BGC may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record lawsuits, driving record, credit history and any other information with public or private information sources. You acknowledge receiving the Federal Trade Commission’s “Summary of your Rights under the Fair Credit Reporting Act”. You acknowledge that a fax, image or copy of this authorization is as valid as the original. You make this authorization to be valid for a long as you are an applicant or employee with Riddle Painting and Coatings.

The Federal Trade Commission provides a summary statement of your rights on its website at [www.ftc.gov/credit](http://www.ftc.gov/credit). This summary is attached. If you are a New York applicant, a disclosure of New York’s law on the use of criminal records is attached. By signing below, you acknowledge receipt of these documents.

Personal Information: Please print the information requested below to identify you for BGC.

Printed Name \_\_\_\_\_  
First Middle Last

Other Names Used \_\_\_\_\_  
First Middle Last

**Current and Former Addresses**

Current \_\_\_\_\_  
From Mo/Yr to Mo/Yr Street City State Zip

Previous \_\_\_\_\_  
From Mo/Yr to Mo/Yr Street City State Zip

Previous \_\_\_\_\_  
From Mo/Yr to Mo/Yr Street City State Zip

Previous \_\_\_\_\_  
From Mo/Yr to Mo/Yr Street City State Zip

Some government agencies and other information sources require the following information when checking for records. BGC will not use tis for any other purpose.

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Driver’s License # and State

\_\_\_\_\_  
Name as it appears on Driver’s License

Para información 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, DC 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 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:
  - o a person has taken adverse action against you because of information in your credit report;
  - o you are the victim of identity theft and place a fraud alert in your file;
  - o your file contains inaccurate information as a result of fraud;
  - o you are on public assistance;
  - o 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:

4 TYPE OF BUSINESS: CONTACT:

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks 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. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921 Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580