

HUBBELL REALTY COMPANY EMPLOYMENT APPLICATION

Hubbell Realty is an Equal Opportunity Employer. Race, color, religion, age, sex, sexual orientation, gender identity, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Date: _____

Affiliation Information

Name _____ Social Security No. _____
 Address _____
 City/State _____ Zip Code _____
 Telephone: (____) _____ Message No. (____) _____
 Do you have a valid driver's license? * _____ State/License No. _____
 Have you ever applied to, or worked for Hubbell Realty before? _____ If yes, when? _____
 Do you have any friends or relatives working for Hubbell Realty? _____
 If yes, state name and relationship: _____
 How did you hear about us/this opening? _____
 State briefly why you would like to work for Hubbell Realty:

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? _____
(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)
 If yes, explain: _____

General Information About Position Desired

Position you are applying for _____ Full time or part time? _____
 If part time, hours per week desired _____ Are you available for work on weekends? * _____
 Are you available to work holidays? _____ Days of week you are available to work _____
 Hours you are available to work _____ Are you available to be on-call? _____
 Are you available to work nights? * _____ Are you available to work overtime? _____
 If hired, on what date could you start work? _____
 Are you able to travel on company business? * _____ % time willing to travel _____
 Hourly rate of pay or monthly salary desired _____

*if required for the position you are seeking

Education and Training (include on-the-job training)

	School/Location/Sponsor	Course of Study	Dates Attended
High School			
Community College			
Trade School			
College/University			
Seminars/Other			

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
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 Programs 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 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
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

NOTICE TO PROSPECTIVE EMPLOYEE

By signing the Certification and Asset, you agree that Hubbell Realty Company may obtain a copy of your consumer report, including a credit history report, for purposes of determining your eligibility for employment.

In the event any adverse action were to be taken based in whole or in part on the consumer report, Hubbell Realty Company will first provide a copy of your consumer report and a full description of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681a et seq.

Accompanying this notice you will find a written summary of your rights under the Fair Credit Reporting Act.

CERTIFICATION AND ASSENT

It is understood and agreed that any misrepresentation by me in this application can result in cancellation of this application and/or separation from Hubbell Realty Company if I have been employed. I also understand a surety bond, issued by a firm of the company's choice may be a condition of employment at any time with or without cause and without prior notice. I understand that no representative of Hubbell Realty Company has the authority to make any assurances to the contrary.

I give Hubbell Realty Company permission to investigate all references and secure additional information about me. I understand the company may procure a consumer report which may include information regarding my credit history and capacity compiled with information from credit bureaus. I hereby release to Hubbell Realty Company any existing personal information regarding myself relative to the conviction of any criminal act. I understand that a record of a conviction is not an absolute bar to employment but that the seriousness and nature of the crime, the date of the conviction, and the extent of any rehabilitation will be considered.

Hubbell Realty is an equal opportunity employer. Hubbell Realty does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration from employment on a basis prohibited by local, state or federal law.

Signature of Applicant _____ Date _____