

**FARMERS GRAIN & FEED, LLC**

**EMPLOYMENT APPLICATION**

Applicant No.	_____		
Employee No.	_____		
Phone	_____ Fax	_____ Email	_____
Date Employed:	_____		
Documents Received:	_____		
_____ Resume	_____ Reference Checks	_____ Interview Record	_____

This company is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of this company to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

**PLEASE PRINT PLAINLY - BE SURE TO SIGN THIS APPLICATION**  
**(If extra space is needed to fully answer any question please answer on a separate sheet of paper and attach your additional information to this application)**

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

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_ State: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

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

Previous Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position(s) applied for \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

If part time, what days and hours are you available? \_\_\_\_\_

Date available to start \_\_\_\_\_ Salary requirement \_\_\_\_\_

**PERSONAL DATA**

Do you have a legal right to be employed in the United States? \_\_\_\_\_ Yes  
(Proof Required) \_\_\_\_\_ No

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

**(Note: A criminal record does not constitute an automatic bar to employment and will be considered only if it substantially relates to the job in question.)**

If yes, when? \_\_\_\_\_ What was the conviction for? \_\_\_\_\_

**COMPANY EXPERIENCE**

Have you ever applied for employment with us before: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when (month and year) \_\_\_\_\_

Have you been previously employed by this company? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Who referred you to this Company? \_\_\_\_\_ Our Advertisement \_\_\_\_\_ Job Service  
 \_\_\_\_\_ Employment Agency \_\_\_\_\_ Friend/Relative \_\_\_\_\_ No One

Names of friends or relatives employed by this company:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
Elementary	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Please check the skills for which you have received training:

\_\_\_\_\_ Word Processing (WPM \_\_\_\_\_) \_\_\_\_\_ Data Entry \_\_\_\_\_ 10-Key Calculator  
 \_\_\_\_\_ Software Packages: \_\_\_\_\_  
 \_\_\_\_\_ Database: \_\_\_\_\_

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

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

**MILITARY**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

What were your duties \_\_\_\_\_

Did you receive any specialized training? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe \_\_\_\_\_

**EMPLOYMENT HISTORY**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, when was your last date of employment?

**Please give accurate and complete information about your employment history. Start with present or most recent employer.**

**1. Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**2. Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**3. Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**REFERENCES**

May we communicate with your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

List three people (no relatives) you have worked with and whom we may contact for a reference.

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

**BACKGROUND INVESTIGATION AUTHORIZATION FORM AND  
APPLICANT'S CERTIFICATION**

*Please read the following statements carefully before you sign your name.*

1. The Fair Credit Reporting Act (Amended 1997) requires that we inform you that a background investigation may be processed as part of our evaluation and qualification process. This investigation may include inquiries to gather legal information regarding your credit history, character, general reputation and other information pertinent to our evaluation of your background. This information, if gathered, is used to verify specific information that you provided on this application, resume or during the interview process. Upon your written request, within a reasonable time frame, the nature and scope of the report, if one is made, will be provided. In addition, if a written report is prepared, you have a right to request a copy of the report from the reporting agency. The information gathered in your background investigation will not be used in a discriminatory manner in the making of business decisions. I release this Company, past employers and other persons named herein from all liability for any damages on account of the furnishing of such information.

2. I hereby certify that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact any and all references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability by this Company.

3. I further understand and agree that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time and that this Company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this Company and I recognize that if hired, I will be an employee at will.

4. I also understand and agree that this application will remain on file for sixty days for consideration. After sixty days, if I am still interested in a position with this Company, it will be necessary for me to complete a new application form.

5. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

6. I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

7. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

8. If hired, I agree to abide by all the rules and policies of the employer, including its Mandatory Arbitration Policy, as a condition of my employment. This means that I will settle any and all claims, disputes or controversies arising out of or relating to my application for employment, employment and/or termination of employment exclusively by final and binding arbitration before a neutral Arbitrator.

**THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME, THAT I AGREE WITH EACH OF THE STATEMENTS SET FORTH ABOVE, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

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

\_\_\_\_\_  
Date

## DISCLOSURE OF BACKGROUND INVESTIGATION

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, discipline, or other employment purposes, Farmers' Grain & Feed, LLC ("the Company") may request,

obtain, and rely upon one or more consumer reports or investigative consumer reports about you from a consumer reporting agency.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, credit history information, criminal history information, driving records, verifications of your employment and/or education history; and other types of background information.
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested. The most common form of investigative consumer report is an inquiry into your employment and/or education history.

Under the Fair Credit Reporting Act, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, it must have your written authorization. If the Company later considers adverse action based, in whole or in part, on information in a report on you, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and an additional summary of your rights under the FCRA.

Consumer and/or investigative consumer report(s) about you will be obtained from the following consumer reporting agency:

**Trusted Employees, 7900 W 78th Street, Edina, MN 55439, (888) 389-4023.**

**Trusted Employees' information and privacy policy can be found at [www.trustedemployees.com](http://www.trustedemployees.com).**

*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:
  - 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:**



<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<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>

## ADDITIONAL STATE LAW NOTICES

**Notice to individuals who reside in Massachusetts, work in Massachusetts, or are applying to work in Massachusetts:** You have the right to know whether the Company requested an investigative report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (i.e., Trusted Employees) for a copy of any such report.

**Notice to individuals who reside in New Jersey, work in New Jersey, or are applying to work in New Jersey:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees)

**Notice to individuals who reside in New York, work in New York, or are applying to work in New York:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees) directly. You are also receiving a copy of Article 23-A of the New York Correction Law.

**Notice to individuals who reside in Oregon, work in Oregon, or are applying to work in Oregon:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.

**Notice to individuals who reside in Washington State, work in Washington State, or are applying to work in Washington State:** Under the Washington Fair Credit Reporting Act, you have the right to ask Trusted Employees for a written summary of your rights. If you submit a request to the Company in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report the Company ordered, if any.

**Notice to individuals who reside in Minnesota, work in Minnesota, or are applying to work in Minnesota:** You have the right, upon written request to Trusted Employees, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Trusted Employees must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later.

# AUTHORIZATION OF BACKGROUND INVESTIGATION

I have received, read, and understand:

- The Disclosure of Background Investigation;
- The federal governmental notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act";
- The document entitled "Additional State Law Notices" (and if a California applicant/employee, the Notice Regarding Background Investigation Pursuant to California Law).

My signature below indicates my authorization for Farmers' Grain & Feed, LLC. ("the Company") to obtain consumer and/or investigative consumer reports about me from a consumer reporting agency in considering me for hiring, promotion, assignment, reassignment, retention, discipline, or other employment purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, if employed by the Company, this authorization will remain in effect throughout the term of my employment, or to the extent allowed by law.

**California, Minnesota, and Oklahoma Applicants/Employees Only:** Please check this box if you would like a free copy of the consumer or investigative consumer report prepared on you?  Yes  No

Would you like your copy sent via e-mail for faster delivery?  Yes  No

**E-mail**

**Address:** \_\_\_\_\_

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

Signature: \_\_\_\_\_

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## PERSONAL DATA NEEDED FOR BACKGROUND CHECK—PLEASE COMPLETE

First Name

Middle Name

Last Name

Street Address

City

State

Zip Code

Phone

Date of Birth

Social Security Number

Driver's License Number

State of License

List any other cities and states in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years and/or for higher education).