

# [Hover Community Senior Living]

1380 Charles Drive  
Longmont CO 80503

Phone: 303-772-9292  
Fax: [303-651-7279]

# Job Application

## Personal Information

Last		First	MI	SSN#	Gender: Male _____ Female _____	
Street Address			City	ST	Zip	Home Phone / Mobile Phone
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Date of Birth	
Have you been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain:			
Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No			Part time <input type="checkbox"/> Yes <input type="checkbox"/> No			
What position are you applying for?			Hover Community is a Tobacco/Marijuana free community. Do you use any form of Tobacco, Marijuana, ecigarettes or Vaping? YES _____ NO _____			
Expected Hourly Rate	Expected Weekly Earnings		Date Available			

## Prior Work Experience

	Current or Most Recent		Prior		Prior	
Employer						
Address						
City, ST, ZIP						
Telephone						
Name of Immediate Supervisor						
Dates of Employment	From	To	From	To	From	To
Position/Job Title						
Pay						
Reason for Leaving						
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Education

	Name/Location	Last Year Complete				Degree	Major or Emphasis
High School		9	10	11	12		
College/University		1	2	3	4		
Trade School							
Other							
List any applicable special skills, training or proficiencies.							

## Professional References different than listed above

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.

Signature

Date

## **Application Statement**

I certify that all information I have provided in order to apply for and secure work with Hover Community is true, complete and correct

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to  
(i) Cancel further consideration of this application, or (ii) immediately discharge me from Hover Community's service, whenever it is discovered.

I expressly authorize, without reservation, Hover Community, it's representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume` or job interview. I hereby waive any and all rights and claims I may have regarding Hover Community, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand the Hover Community does not unlawfully discriminate in employment and no question on this application is used to the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Hover Community and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Hover Community reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorize to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language and valid unless they are in writing and signed by the Hover Community's CEO.

Also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

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

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **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 1-888-567-8688.
- **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

Hover Community, Inc.  
Hover Manor, Inc.  
1401 Elmhurst Drive  
Longmont, CO 80503  
303-772-9292

**DISCLOSURE TO EMPLOYMENT APPLICANT  
REGARDING PROCUREMENT OF A  
CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the Consumer Report and a description in writing of your rights under the federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name:

\_\_\_\_\_  
(Please print)

Applicant's Address:

\_\_\_\_\_

City/State/Zip :

\_\_\_\_\_

Signature:

\_\_\_\_\_

Social Security Number:

\_\_\_\_\_

Give original with Summary of Rights to applicant. Retain a copy of Release for your files.

4/28/2015



**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:**

**TYPE OF BUSINESS:**

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 Bureau:

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

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

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 Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357





# Employee Background Check Authorization

*Hover Community*

APPLICANT'S NAME & CONTACT INFORMATION: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please Print

**APPLICANT DATA:** Courts and other entities require the following information for identification when checking public records. It is confidential and used for identification only.

LEGAL NAME as shown on the applicant's Social Security Card (Required)			SOCIAL SECURITY NUMBER
Last	First	Middle	
FORMER NAMES and other names used (Required)			DATE OF NAME CHANGE
Last	First	Middle	
NAME as it appears on driver's license (Required)			LICENSE or ID NUMBER State of Issue:
Last	First	Middle	
POSITION HELD Title		Department	DATE OF BIRTH

**APPLICANT RESIDENCE HISTORY:** Provide Addresses for the past 7 years, with current address first (include PO Box, Apt. #, etc), then list former addresses)

Street	City	State	Zip Code	Years

## DISCLOSURE, AUTHORIZATION AND CONSENT

As a matter of current policy, background check reports are obtained on current employees. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency - Employment Screening Resources. As a result, TriNet may obtain a Consumer Report and/or an Investigative Consumer report on you as an applicant or during employment.

- Consumer Report:** A Consumer Report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.
- Investigative Consumer Report:** A Consumer Report may also include reference checks from former employers or references provided by the employee. Any reference check is strictly limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to your character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report, you may contact TriNet or Employment Screening Resources at 888.999.4474, or at 1620 Grant Ave., Suite 7, Novato, CA 94945.
- Notice to Applicants:** Under the Fair Credit Reporting Act, should an employer rely upon a consumer report for an adverse action, before taking that action you will be provided with a copy of the consumer report and a summary of your rights.
- California Applicants Only:** Any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect ESR's files during normal business hours and on reasonable notice; the inspection may be in person, by having a copy of the file mailed to you, or by receiving a verbal summary by telephone if you provide proper identification and pay for any costs involved; you may be accompanied by one other person who must provide proper identification; and trained ESR personnel will explain any of the information in the report and will provide written explanation for any coded information.
- California, Minnesota and Oklahoma Applicants Only:** If you want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on you that is requested, check here.  Yes  No

I hereby consent and authorize TriNet and/or Employment Screening Resources (ESR) on the employer's behalf, to prepare a report as defined above for employment purposes before employment or anytime after employment. I authorize and release individuals, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or ESR. I also agree that the report may be released to the employer where I perform my work. I agree that a copy or fax of this document shall be valid as an original and I certify that the facts and information on the form and in my resume and/or application are true and correct.

NAME	SIGNATURE	DATE
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