

Applicant Name _____

Date of Application _____

Application
for
Employment

midland
information resources

AN EQUAL OPPORTUNITY EMPLOYER

5440 Corporate Park Drive
1-74 at 53rd Street
Davenport, Iowa 52807

Instructions to Applicant:

1. You must fully and accurately complete the Application for Employment. Incomplete applications will not be considered. If you do not have all information with you at this time (dates, telephone numbers, addresses, etc.), please keep this application and return it when it is completed. Midland Information Resources and it's companies may use the information given in the application to investigate the applicant's previous employment and background.
2. The Application for Employment will be considered inactive after 90 days. If you wish to be considered after that time, you must complete a new Application for Employment.

Position applying for _____ Position Requisition # _____

Position applying for _____ Position Requisition # _____ Date of application _____

Name _____ Social Security# _____
 Last First Middle

Address _____
 Street City State Zip Code

Telephone# () _____ Mobile/Beeper/Other Phone# () _____ E-mail Address _____

Type of employment desired..... Full-Time Part-Time On-Call Internship

Shifts you would be willing to work 1st 2nd 3rd 12-hour days 12-hour nights

Date available for work..... ____/____/____

Are you able to work scheduled overtime on weekends if required?..... Yes No

If you are under 18, and it is required, can you furnish a work permit?..... N/A Yes No

If no, please explain _____

If hired, can you show proof of legal authorization to work in the United States? Yes No

Have you ever applied here before?..... Yes No

Have you ever been employed here before? Yes No

If employed in the position for which you applied, would any relative or member of your household be your supervisor? Yes No

Have you been convicted of a crime in the last seven (7) years?..... Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT, EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

EDUCATION

TYPE	NAME OF SCHOOL	LOCATION (CITY, STATE)	AREA OF CONCENTRATION (MAJOR)	CIRCLE LAST				DID YOU GRADUATE?	DIPLOMA, DEGREE OR CERTIFICATE RECEIVED
				YEAR COMPLETED	1	2	3		
HIGH SCHOOL				1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE				1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER EDUCATION				1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER EDUCATION				1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER EDUCATION				1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SPECIAL SCHOOLING OR TRAINING

List any additional skills, knowledge, training, qualifications, and/or information you would like us to consider:

EMPLOYMENT HISTORY

Begin with your most recent employment and continue with all past employment (attach additional sheet if necessary):

EMPLOYER		START MO YR	END MO YR	JOB TITLE	REASON FOR LEAVING (Please explain)
NAME OF COMPANY				DESCRIBE YOUR JOB DUTIES	
ADDRESS		STARTING SALARY	ENDING SALARY		
CITY, STATE, ZIP		\$	\$		NAME & TITLE OF IMMEDIATE SUPERVISOR
PHONE NO.		TYPE OF BUSINESS			
EXPLAIN ANY PERIODS BETWEEN JOBS					MAY WE CONTACT EMPLOYER FOR A REFERENCE (If not, why?)
EMPLOYER		START MO YR	END MO YR	JOB TITLE	REASON FOR LEAVING (Please explain)
NAME OF COMPANY				DESCRIBE YOUR JOB DUTIES	
ADDRESS		STARTING SALARY	ENDING SALARY		
CITY, STATE, ZIP		\$	\$		NAME & TITLE OF IMMEDIATE SUPERVISOR
PHONE NO.		TYPE OF BUSINESS			
EXPLAIN ANY PERIODS BETWEEN JOBS					MAY WE CONTACT EMPLOYER FOR A REFERENCE (If not, why?)
EMPLOYER		START MO YR	END MO YR	JOB TITLE	REASON FOR LEAVING (Please explain)
NAME OF COMPANY				DESCRIBE YOUR JOB DUTIES	
ADDRESS		STARTING SALARY	ENDING SALARY		
CITY, STATE, ZIP		\$	\$		NAME & TITLE OF IMMEDIATE SUPERVISOR
PHONE NO.		TYPE OF BUSINESS			
EXPLAIN ANY PERIODS BETWEEN JOBS					MAY WE CONTACT EMPLOYER FOR A REFERENCE (If not, why?)
EMPLOYER		START MO YR	END MO YR	JOB TITLE	REASON FOR LEAVING (Please explain)
NAME OF COMPANY				DESCRIBE YOUR JOB DUTIES	
ADDRESS		STARTING SALARY	ENDING SALARY		
CITY, STATE, ZIP		\$	\$		NAME & TITLE OF IMMEDIATE SUPERVISOR
PHONE NO.		TYPE OF BUSINESS			
EXPLAIN ANY PERIODS BETWEEN JOBS					MAY WE CONTACT EMPLOYER FOR A REFERENCE (If not, why?)
EMPLOYER		START MO YR	END MO YR	JOB TITLE	REASON FOR LEAVING (Please explain)
NAME OF COMPANY				DESCRIBE YOUR JOB DUTIES	
ADDRESS		STARTING SALARY	ENDING SALARY		
CITY, STATE, ZIP		\$	\$		NAME & TITLE OF IMMEDIATE SUPERVISOR
PHONE NO.		TYPE OF BUSINESS			
EXPLAIN ANY PERIODS BETWEEN JOBS					MAY WE CONTACT EMPLOYER FOR A REFERENCE (If not, why?)

List three **professional** references whom we may contact.

Name _____ Address _____

Telephone# _____ Type of acquaintance _____ Years known _____

Name _____ Address _____

Telephone# _____ Type of acquaintance _____ Years known _____

Name _____ Address _____

Telephone# _____ Type of acquaintance _____ Years known _____

List professional, trade, business, honorary, technical, or civic associations and any offices held.

(EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.)

ORGANIZATION

OFFICES HELD

List special accomplishments, publications, certificates, honors, awards, etc.

(EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.)

PRE-EMPLOYMENT DRUG TESTING

One of the requirements for consideration of employment is the satisfactory passing of a post-offer, pre-employment drug test.

The Company has a policy prohibiting the possession distribution, use, consumption or being under the influence of alcohol or illegal and unauthorized drugs and other harmful substances in order to provide a safe and healthful environment for employees, visitors and members of the general public. Those applicants that are offered a position will be required to undergo a drug test and will be dropped from consideration for employment if the test is positive.

AUTHORIZATION AND WAIVER

I understand that if I am employed by Midland Information Resources or any of it's companies (hereafter referred to as Midland), any misrepresentation or material omission made by me will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

The employer does not lawfully discriminate in employment and no question of this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and the employer 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 representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is company policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

A photocopy of this signed authorization and waiver shall be valid as an original.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____



Invitation to Identify for Affirmative Action

Midland Information Resources is committed to the employment and advancement of minorities, females, individuals with disabilities, and veterans. If you fall into one of these protected classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/or any time in the future.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. This information provided will be held in the strictest confidence, will be maintained in a separate file, and will not be used in a manner inconsistent with the Acts.

Applicant Name: _____ Date: _____

Position Applied For: _____ Requisition#: _____

Position Applied For: _____ Requisition#: _____

PLEASE CHECK ONE:

Male

Female

INDICATE THE APPROPRIATE RACE / ETHNIC GROUP:

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North America.
- Black / African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** all persons who identify with more than one of the above races.

HOW DID YOU HEAR OF THE OPENING: (Check the ONE MAIN referral source)

- Walk In
- Employment Agency.....(Specify)_____
- Response to Ad.....(List Paper)_____
- State Job Service.....(Check One) Iowa Illinois
- School / College.....(List School/ College)_____
- Employee Referral..... (Employee's Name)_____
- Mail, Unsolicited
- Relative
- Friend
- Internet.....(Indicate Website)_____



Notice of Intent to Procure Investigative Consumer Report (Background Check)

Pursuant to the Fair Credit Reporting Act, and the Fair & Accurate Credit Transaction Act, this notice is to inform you that as part of our procedure in processing and evaluating your application for employment, we will be obtaining and reviewing an investigative consumer report for employment purposes (Background Check) concerning you.

An investigative consumer report may contain, among other relevant information permitted by law, information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, work habits, work performance and experience, including, where applicable, the reasons for disciplinary action in or termination of current or past employment.

Such information may be derived from personal interviews with your friends, neighbors, work associates or other acquaintances, including your professional references and former employers. The consumer report may include, to the extent permitted by law, the following items:

- | | |
|--|--|
| <ul style="list-style-type: none">• Social Security Number Trace• DMV/MVR Report (If job requires driving)• Criminal Court Records• Civil Court Records• Other _____ | <ul style="list-style-type: none">• Employment Verification• Education Verification• Sexual Offender Index• Professional Reference Interviews• Professional License Verification |
|--|--|

This report will be obtained through the following Investigative Consumer Reporting Agency:
INQUIREHIRE
320 LeClaire St
Davenport, IA 52801
800.494.5922 FAX: 563.323.5441

You have the right to make a written request, within a reasonable period of time after receiving this notice, for additional disclosures as to the nature and scope of any investigation for purposes of an investigative consumer report concerning you. You are also entitled to receive a copy of the Federal Trade Commissions publication, A Summary of Your Rights under the Fair Credit Reporting Act, which we are also providing for your review.

Signature

Date

Midland Information Resources Participates in E-Verify

Midland Information Resources will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. **IMPORTANT:** If the Government cannot confirm that you are authorized to work, Midland Information Resources is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Midland Information Resources may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, Midland Information Resources uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that Midland Information Resources has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

**Federal law requires
all employers
to verify the identity
and
employment eligibility
of all persons hired to
work
in the United States.**