



# APPLICATION FOR EMPLOYMENT

N&S Mechanical

PO Box 190863 □ Little Rock, AR 72219

501-455-2513 (office) □ 501-455-4483 (fax)

**Note to Applicant:** Thank you for your interest in employment opportunities with N&S Mechanical. As an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, religion, color, sex, national origin, age, disability, veteran status, or any other status protected by federal, state or local law. Further, it is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

## INSTRUCTIONS

- Follow the instructions carefully and provide all information as requested.
- Provide as much detail as possible; however, do not use "see resume" on any portions of this application.
- Be sure to check for errors & signatures prior to submitting.
- Complete this application by printing in ink (and writing legibly) or by typing.

Supreme provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws. If you require an accommodation at any time during the application and/or interviewing process, please contact Chasity Knight, HR Manager at 501-455-2552, ext. 109 or through email at [hr@supremefixture.com](mailto:hr@supremefixture.com). NOTE: All accommodation request will remain confidential.

**Please attach a copy of your resume to the completed application and return to N&S Mechanical for consideration. While you may submit a new application at any time, applications will remain on file for six (6) months.**

## POSITION INFORMATION

Position applying for:		Date:	
Desired Hours: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern		Desired Work Schedule: <input type="checkbox"/> Days <input type="checkbox"/> Weekends	
If offered employment, on what date would you be available to begin work?	What is your desired hourly rate and/or salary?	Do you have adequate transportation to get to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Referral Source? <input type="checkbox"/> Advertisement <input type="checkbox"/> Current Employee <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other:			

## GENERAL INFORMATION

Name (Last, First, Middle Initial)		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address	City	State	Zip Code
Email Address	Home Phone Number	Cell Phone Number	
Have you ever been previously employed by N&S Mechanical? If yes, when? _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate below, if you have any relative(s) (by birth, adoption or marriage) that currently works for N&S Mechanical. Name of Relative? _____			
If selected for employment, can you submit verification of your legal right to work in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If selected for employment, are you willing to complete a background check?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a crime, either felony or misdemeanor, which has not been annulled or sealed by a court? If yes, please explain: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>(A conviction will not exclude you from employment consideration, but date and type of conviction may be considered for job placement reasons).</b>			
For the job in which you are applying, are you able to perform all the essential functions of the job with or without reasonable accommodations?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**QUALIFICATIONS** Please list any education or training you feel relates to the position applied for that would help you perform the essential functions of the job, (i.e., high school, vocational or technical programs, military training, etc.):

SCHOOL NAME AND LOCATION	Number of Credits		Field		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or degree earned
	Quarter	Semester	Major	Minor		
High School/GED Program					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/Technical Trade					<input type="checkbox"/> Yes <input type="checkbox"/> No	
College					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other					<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SPECIAL SKILLS** List any special skills or experience that you feel would help you in the position that you are applying for (i.e., types of machines operated, shop/production skills acquired, typing/computer skills, leadership, etc.):

Do you have the ability to read a blueprint? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Do you have the ability to read a metric ruler? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
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**LICENSE OR CERTIFICATION**

License/Certification	State	Profession	License/Certification #	Expiration Date

**For positions that involve the operation of a motor vehicle, please provide the following information:**

Do you have a current (unexpired) driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate the type of driver's license(s) held: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> M
Have you received any moving violations within the last three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain: _____ _____	

**This space is intentionally left blank. Please proceed to the next page.**

**EMPLOYMENT HISTORY** Start with your present or most recent employment and work backwards. Use a separate sheet if necessary. Include paid and unpaid positions and explain any gaps in employment.

<b>1</b>	<b>Last or Current Employer</b>	<b>Type of Business</b>	<b>Phone Number</b>
<b>Address</b>			
<b>Your Job Title</b>		<b>Dates Employed</b> (indicate months & years)	
		<b>From:</b>	<b>To:</b>
<b>Average Hours Per Week:</b>			
<b>Brief Description of Duties/Responsibilities:</b>			
<b>Reason for Leaving:</b>			<b>Monthly Salary:</b>
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	<b>Supervisor's Email Address</b>
<b>May we contact your current employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>2</b>	<b>Previous Employer</b>	<b>Type of Business</b>	<b>Phone Number</b>
<b>Address</b>			
<b>Your Job Title</b>		<b>Dates Employed</b> (indicate months & years)	
		<b>From:</b>	<b>To:</b>
<b>Average Hours Per Week:</b>			
<b>Brief Description of Duties/Responsibilities:</b>			
<b>Reason for Leaving:</b>			<b>Monthly Salary:</b>
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	<b>Supervisor's Email Address</b>
<b>May we contact this employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>3</b>	<b>Previous Employer</b>	<b>Type of Business</b>	<b>Phone Number</b>
<b>Address</b>			
<b>Your Job Title</b>		<b>Dates Employed</b> (indicate months & years)	
		<b>From:</b>	<b>To:</b>
<b>Average Hours Per Week:</b>			
<b>Brief Description of Duties/Responsibilities:</b>			
<b>Reason for Leaving:</b>			<b>Monthly Salary:</b>
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	<b>Supervisor's Email Address</b>
<b>May we contact this employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

**REFERENCES** Please list three (3) professional references not related to you, with full name, address, phone number, and relationship. If you don't have three (3) professional references, then list personal, unrelated references.

Name	Address	Relationship to You	Phone/Email Address

I understand that N&S Mechanical may contact any listed references on this application. \_\_\_\_\_

Initials

**APPLICANT ACKNOWLEDGEMENT AND SIGNATURE**

**Please read the following statement carefully:**

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. Further, I understand that any offer of employment is contingent upon the successful completion of applicable pre-employment screenings, which might include background and/or drug screenings. I understand that this employment application and other employment related documents are not considered to be contracts of employment and I further acknowledge and understand that N&S Mechanical is an "at-will" employer, which means that if hired, either I or N&S Mechanical is free to terminate the employment relationship at any time and for any reason, with or without prior notice.

\_\_\_\_\_  
**Applicant Name (Please Print)**

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

\_\_\_\_\_  
**Date**



**CourtHouse Concepts**  
**DISCLOSURE AND AUTHORIZATION**

In connection with my application for employment (including contract for services or volunteer services) or tenancy with N&S Mechanical. I authorize the use of requested Consumer Reports. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: CourtHouse Concepts, 4250 N Venetian Ln., Fayetteville, AR 72703; telephone 877-750-3660. CourtHouse Concepts, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.courthouseconcepts.com](http://www.courthouseconcepts.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Name/First, Middle, Last

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Other Names Used

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

\_\_\_\_\_  
Driver's License / State

\_\_\_\_\_  
Residential Address:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**INFORMATION FOR THE APPLICANT TO KEEP.  
DO NOT RETURN WITH YOUR COMPLETED  
APPLICATION.**

*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 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 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 identify 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).

- **You 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.

**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 NW, Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA 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 Protection (OCP) Division of Consumer Compliance and Outreach (DCCO), 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, SE, Washington, DC 20590</p>
<p>4. Creditors Subject to 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 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, SW, 8th Floor, Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE, 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>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580, (877) 382-4357</p>