

**HILLTOPPERS, INC.**  
APPLICATION FOR EMPLOYMENT  
Updated 1/10  
(Please Print)

Incomplete application will  
NOT be considered for employment.

Application Date: _____	Position Desired: _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time    Shift Desired: _____	

Last Name:	First Name	Middle Name	Home Telephone ( ) _____
Street Address _____			Cell Telephone ( ) _____
City	State	Zip Code	Social Security Number _____

Are you legally eligible for employment in the United States?     Yes     No

Have you ever been convicted of a felony?     Yes     No    If yes, gives dates and explain(attach separate sheet if necessary):  
\_\_\_\_\_

In order to permit a check of your work records, should we be made aware of any changes of name or assumed name that you previously used?     Yes     No    If yes, list names:  
\_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

Some positions will require that you work a flexible shift schedule with mandatory overtime as needed. Will you work overtime if asked?     Yes     No    Are there any hours, shifts or days you will not work?     Yes     No    If yes, please explain:  
\_\_\_\_\_

Do you have transportation to work?     Yes     No

Do you have a valid Tennessee Driver's License?     Yes     No

DL Number: \_\_\_\_\_    Expiration Date: \_\_\_\_\_    License Type: \_\_\_\_\_

Have you had any motor vehicle accidents or violations within the past 5 years?  
 Yes     No    If yes, please list:  
\_\_\_\_\_

Do you have any friends or relatives who work for Hilltoppers, Inc.?     Yes     No  
If yes, please list name(s) and relationship:  
\_\_\_\_\_

Have you ever applied for employment with Hilltoppers, Inc before?     Yes     No  
If yes, When:  
\_\_\_\_\_

Have you ever been employed with Hilltoppers, Inc? ( ) Yes ( ) No If yes, give date(s):

Have you ever been dismissed or forced to resign from any employment? ( ) Yes ( ) No  
If yes, please explain:

**Education:**

School	Name & location	Course Study	No. of Years Completed	Did you Graduate ?	Degree or Diploma
High School					
College					
Business/Trade					
Other					

List any training or skills you would like to have considered as part of your application for employment:

**Military:**

Have you served in the U.S. Armed Forces? ( ) Yes ( ) No If yes, what Branch?

**PERSONAL REFERENCES** (Must list 3 non-relatives with at least 1 having known you for at least 5 years)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Yrs. Known: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Yrs. Known: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Yrs. Known: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

**This Section for Hilltoppers Use Only:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**INCOMPLETE INFORMATION MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED**

**EMPLOYMENT:**

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. Must have had employment in the past 5 years.

Company Name: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title and duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact your current employer? ( ) Yes ( ) No If no, why? \_\_\_\_\_  
\_\_\_\_\_

**This Section for Hilltoppers Use Only:**  
Date: \_\_\_\_\_ Person Contacted/Title: \_\_\_\_\_  
Is Individual eligible for re-employment? ( ) Yes ( ) No ( ) Will not give information. If no, why? \_\_\_\_\_  
Is there any information that might question this person suitability for employment where he/she may be working with individuals who are developmentally disable? ( ) Yes ( ) No  
If yes, explain: \_\_\_\_\_  
Performance Comments (e.g., Job knowledge, Quality of Work, Dependability, Attendance, Ability to Work with Other)

Company Name: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title and duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**This Section for Hilltoppers Use Only:**  
Date: \_\_\_\_\_ Person Contacted/Title: \_\_\_\_\_  
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If yes, explain: \_\_\_\_\_  
Performance Comments (e.g., Job knowledge, Quality of Work, Dependability, Attendance, Ability to Work with Other)

Company Name: \_\_\_\_\_

Telephone

( ) \_\_\_\_\_

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

Employed

From: \_\_\_\_\_

To: \_\_\_\_\_

Job Title and duties: \_\_\_\_\_

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

**This Section for Hilltoppers Use Only:**

Date: \_\_\_\_\_ Person Contacted/Title: \_\_\_\_\_

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Is there any information that might question this person suitability for employment where he/she may be working with individuals who are developmentally disable? ( ) Yes ( ) No

If yes, explain: \_\_\_\_\_

Performance Comments (e.g., Job knowledge, Quality of Work, Dependability, Attendance, Ability to Work with Other)

Company Name: \_\_\_\_\_

Telephone

( ) \_\_\_\_\_

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

Employed

From: \_\_\_\_\_

To: \_\_\_\_\_

Job Title and duties: \_\_\_\_\_

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

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Is there any information that might question this person suitability for employment where he/she may be working with individuals who are developmentally disable? ( ) Yes ( ) No

If yes, explain: \_\_\_\_\_

Performance Comments (e.g., Job knowledge, Quality of Work, Dependability, Attendance, Ability to Work with Other)

**APPLICANT'S STATEMENT**

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give Hilltoppers, Inc. permission to contact schools, previous employers, references and others and hereby release Hilltoppers, Inc. from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, I understand that employees who are found to have misrepresented or omitted facts called for in this application may be dismissed at any time without notice.

I understand that, if I am accepted for employment, at Hilltoppers, Inc. we will make every effort to provide steady, continuous work, how ever we have no employment contract and Hilltoppers, Inc. cannot guarantee the permanence of any position. Job tenure can be affected by many factors, including business/economic conditions, changes in laws or employer policies, conformity to work rules, job performance, etc. or my decision to leave of my own accord.

I understand that my employment with Hilltoppers, Inc. is for no specific term and may be terminated by me or by Hilltoppers, Inc. with or without notice or cause at any time. I further understand that no oral promise, Hilltoppers, Inc. policy, custom, business practice or other procedure, implied or expressed, constitutes an employment contract or modification of the at-will employment relationship between Hilltoppers, Inc. and me.

I understand that Hilltoppers, Inc. personnel policies and guidelines are subject to change or modification by Hilltoppers, Inc. solely at its discretion, without notice. I also understand that no supervisor or other official of Hilltoppers, Inc. (except its Executive Director, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

I understand that Hilltoppers, Inc. complies with the Americans with Disabilities Act of 1990, and that, during the interview process, I may be asked questions related to my ability to perform the essential job functions of the position for which I have applied.

I understand that, as a conditional offer of employment, I will be required to undergo a post-job-offer urinalysis drug screening. I also understand that Hilltoppers, Inc. is a drug- and alcohol-free Agency and that I, if employed by Hilltoppers, Inc., may be subject to test for drug/alcohol use due to reasonable suspicion and post-accident. Employment with Hilltoppers, Inc. is contingent upon successful passing of this test.

I also understand that if I am given a conditional offer of employment, I will be required to submit to and successfully pass a thorough background check completed in accordance with TCA 33-1-209. Background checks reveal misdemeanors and felons (such as theft/robbery, worthless check writing, motor vehicle tickets/accidents, drug/alcohol convictions, sex crimes, voyeurism, arson and any criminal activity). All previous criminal activity must be reported to Hilltoppers, Inc. I understand that additional checks, including the Tennessee Elderly and Vulnerable Abuse Registry, the Tennessee Sexual Offender Registry and the DMRS Perpetrator List are also performed.

This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days must reapply.

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

**HILLTOPPERS, INC. is an Equal Opportunity and makes employment decisions based solely upon applicant qualifications, without regard to race, color, age, sex, religion, national origin, handicap or marital status.**



151 SWEENEY DRIVE  
CROSSVILLE, TENNESSEE 38555  
TELEPHONE 931-484-2535 ~ FAX 931-484-8778  
www.hilltoppersinc.com

### DISCLOSURE AND AUTHORIZATION FORM

Hilltoppers, Inc. (the "Company") may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by Hilltoppers, Inc. throughout your employment.

HireRight, Inc., or another consumer reporting agency, will obtain the reports for Hilltoppers, Inc. HireRight, Inc. is located at 5151 California Avenue, Irvine, CA 92617, and can be contacted at 800-490-7983. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting Hilltoppers, Inc. 151 Sweeney Drive, Crossville, TN 38555, phone 931-484-2535. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

#### ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, New York or Washington applicant, please also note:

**CALIFORNIA:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**NEW YORK:** You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**WASHINGTON STATE:** If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**AUTHORIZATION**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as HireRight, Inc., to Hilltoppers, Inc. and its designated representatives and agents. I understand that if Hilltoppers, Inc hires me, my consent will apply, and Hilltoppers, Inc may obtain reports, throughout my employment.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any reports that may be requested by or on behalf of Hilltoppers, Inc..

**California, Minnesota or Oklahoma applicants only** – You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

I wish to receive a free copy of the report.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security No.\* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Prior Addresses \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Driver's License # \_\_\_\_\_

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

\* This information will be used only for background screening purposes and will not be taken into consideration in any employment decisions.