



EMPLOYMENT APPLICATION

**701 24th Avenue Southeast
Minneapolis, MN 55414**

**Phone: (612) 623-1200
Fax: (612) 623-9108**

Murphy Warehouse Company does not discriminate in hiring or employment on the basis of age, race, color, religion, creed, national origin, sex, ancestry, sexual orientation, disability, or any other category protected by law.

All Murphy Warehouse job offers are contingent offers based on passing a drug test.

Date: _____

Personal Information

Last Name	First Name	MI	Social Security Number
Street Address			County
City	State	Zip Code	Home Phone ()
Previous Address (if less than 3 years at the above address)			Alternate Phone ()

Position Information

Position Applying For		Location	
Earnings Expected (or \$ per week)		Date can begin if offered employment	
Would you like to work full time? Yes / No	Specify shift (1 st , 2 nd , 3 rd)	Would you like to work part time? Yes / No	Specify days/hours available
Have you worked for this company before? Yes / No If so, when? From To		Reason for leaving?	

Education Information

Elementary	Address	Last Year Completed				Degree Received?	Last Year Attended
		5	6	7	8	Yes / No	
High School	Address	1	2	3	4	Yes / No	
College	Address	Courses Majored In				Yes / No	
College	Address	Courses Majored In				Yes / No	
Graduate School	Address	Courses Majored In				Yes / No	
Business/Trade	Address	Courses Majored In				Yes / No	
Correspondence/Night	Address	Courses Majored In				Yes / No	

Additional Training

Summarize additional training such as correspondence courses, in-company courses or other job training, etc.	Date

Military Service Record

Were you in the US Armed Forces? Yes / No	If yes, what branch?
Dates of duty: From To	Rank at discharge?
List duties in the service including special training	

Warehouse / Clerical Experience and Qualifications

	Years of Experience		Years of Experience
Typing – WPM		CDL License	
Fax Machine		Forklift Operator	
PBX		Other Equipment	
Key Punch Speed Numeric/Alpha		Customer Service	
Calculator/Accounting/Bookkeeping		Rating (Indicate tariffs with which you have worked)	

Additional Information

How were you referred to this company?
Why do you want to work for our company?
What is your major field or career interest? Minor?
How and when did you become interested in your major field?
What do you consider your major achievements to date?
In what type of setting or work situation do you feel you do your best work?
What type of setting or work situation do you feel would be less satisfactory to you?
Most liked duties in present or past position?
Most disliked duties in present or past position?
Do you have a current driver's license in good standing? Yes / No
Have you ever been convicted of a felony? Yes / No (Relatedness and recency are considered. An answer of "Yes" is not an automatic bar to hiring.)
If "Yes," when, where and disposition of the conviction:

Other Previous Employment

Employer	Job	From	To	Final Salary	Supervisor

References (Employment and Personal)

Name	Occupation	Address	Phone Number	# of Years Known
1.				
2.				
3.				
4.				
5.				
6.				

To Be Read And Signed By Applicant

It is agreed and understood that any misrepresentations of information given above shall be considered an act of dishonesty.

It is agreed and understood that Murphy Companies without liability may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not, and applicant releases employers and persons named herein from all liability for any damages on account of his furnishing such information.

The applicant agrees to furnish such additional information and complete such examinations as may be required to complete his employment file.

It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant.

It is agreed and understood that if hired the employee may be on a probationary period during which time he/she may be discharged without cause.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Signature _____ **Date** _____



NOTIFICATION OF PRE-EMPLOYMENT DRUG TESTING

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Each applicant for a position at Murphy Warehouse Company, after being notified that he/she will be offered a job, must be drug tested. If the test result is positive, the job offer will be withdrawn.

No applicant will be tested without his/her consent.

The cost of the initial screening test and the confirmatory test will be paid for by Murphy.

Every applicant who provides a positive test result will have an opportunity to speak with Murphy's Medical Review Officer about any recent use of prescription and non-prescription drugs that might explain the positive test result.

If an applicant adulterates (or attempts to adulterate) a specimen, the job offer will be immediately withdrawn.

An applicant whose test is positive may, within five (5) days, request a re-test at his/her own expense. The re-test will be conducted on the same sample as was provided for the initial test, and must be conducted by a testing laboratory that meets the requirements of certification under Minnesota Statute, Chapter 181.953, Subd.1.

My signature below is an indication that I have read this information and that I consent to being tested for drugs as a condition of employment at Murphy Warehouse Company.

Signature of Applicant

Date



Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

I authorize _____ and **The McDowell Agency, Inc.**, a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report (“Consumer Report”) may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.**

If currently employed: **My current employer may be contacted.**
_____ YES _____ NO _____ N/A _____ Post Hire Only _____ Applicant’s Initials

Is employment/prospective employment in California? _____ YES _____ NO
If you are applying for employment in the State of California, please note that a new *Disclosure and Release of Information Authorization* is required for any subsequent Consumer Report/Investigative Consumer Report.

Are you applying for employment in California, Minnesota, or Oklahoma? _____ YES _____ NO
If so, would you like a copy of any Consumer Report prepared on you? _____ YES _____ NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and if that employed by the above-named company (except if employed in the State of California), this authorization will remain in effect throughout such employment.*

Signature Social Security Number _____ Date _____

NOTE: *The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application. **PLEASE PRINT CLEARLY.***

Last Name First Name Middle Name

Street Address City State Zip

Driver’s License Number State of License Expires On Date of Birth

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.

List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.

A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.ftc.gov/credit.

- **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).
- **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.ftc.gov/credit.

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. Federal enforcers are:

Type of Business:	Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051