

# URBAN MARKETS LLC

Date rec'd \_\_\_\_\_

At store# \_\_\_\_\_

Rec'd by \_\_\_\_\_

Please complete all information. Use ink and print clearly, so we can get to know you!

Last Name

First Name  M.I.

Current Address \_\_\_\_\_ City /State/Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Other # ( ) \_\_\_\_\_ Email \_\_\_\_\_

Prior Address \_\_\_\_\_

Other Names (so that we may verify your employment history) \_\_\_\_\_

Are you legally authorized to work in the US? YES  NO

Federal law requires you to produce within 3 business days of hire specific documents establishing your identity and authorization for employment in the US.

Are you under 18 years of age? YES  NO  Have you ever worked for Urban Markets LLC before?  YES  NO

### EMPLOYMENT HISTORY

Please account for the last 5 years, starting with the most recent. Complete even if you are attaching a resume.

May we contact your current employer? YES  NO

COMPANY NAME	EMPLOYMENT DATES	From	To
Address	Phone#	Ending Salary	
Title		Supervisor's Name	
What kind of work did you do?		Why did you leave?	

COMPANY NAME	EMPLOYMENT DATES	From	To
Address	Phone#	Ending Salary	
Title		Supervisor's Name	
What kind of work did you do?		Why did you leave?	

COMPANY NAME	EMPLOYMENT DATES	From	To
Address	Phone#	Ending Salary	
Title		Supervisor's Name	
What kind of work did you do?		Why did you leave?	

### EDUCATION AND SKILLS

High School: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Circle highest grade completed: 9 10 11 12 GED Are you still Attending? YES  NO

College/Technical or Trade school/or other education/training (List all whether or not degree was obtained)  
Name \_\_\_\_\_ Address \_\_\_\_\_ Dates \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree completed \_\_\_\_\_

Describe any abilities, experience, or aptitude that you believe would be helpful in your job \_\_\_\_\_

**JOB INTEREST**

How many hours per week would you like to work?

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How did you hear about Urban Markets LLC?

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**AVAILABILITY**

How soon could you start working?

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Urban Market LLC shifts start as early as 5:00 a.m. and end as late as 12:00 midnight. What is your availability?

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
EARLIEST TIME							
LATEST TIME							

**TERMS OF EMPLOYMENT****PLEASE READ CAREFULLY BEFORE SIGNING:**

I read and understand the Position Description and can perform the essential functions with or without a reasonable accommodation.

I authorize Urban Markets LLC to make any necessary investigations into my personal history and authorize any former employer, educational institution, law enforcement agency, government agency, financial institution, or other person having personal knowledge about me to supply Urban Markets LLC or its agents with any information concerning my background. I release from liability and hold harmless any individual or agency supplying this information to Urban Markets LLC or its agents. I have received a Notice of Disclosure Under the Fair Credit Reporting Act. I understand that before any adverse action is taken based on information obtained in the report(s), Urban Markets LLC will provide me with a copy of the report(s) and a description in writing of my rights under the Fair Credit Reporting Act. I answered every question on this application completely, truthfully and correctly. I understand that if I am hired and any of the information I provided is found to be untruthful, misstated, or purposely omitted, I could be terminated from employment.

I understand that this application is not an offer, promise, or contract of employment, either expressed or implied. My employment would be "at will" and could be terminated by either Urban Markets LLC or me at any time, with or without notice or cause.

APPLICANT'S SIGNATURE (Void unless signed and dated)

DATE

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*Your application will be considered active for 14 days. For consideration after that, you must submit a new application.*

**EQUAL OPPORTUNITY EMPLOYER:** We are an equal opportunity employer and do not discriminate based upon race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability, medical condition (cancer-related), gender identity or expression, genetic information including sickle cell or hemoglobin C trait, or any other consideration made unlawful by applicable federal, state, or local law.

# URBAN MARKETS LLC



## EQUAL OPPORTUNITY INFORMATION FORM

URBAN MARKETS LLC is an equal opportunity employer and does not discriminate based upon race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability, medical condition (cancer-related), gender identity or expression, genetic information including sickle cell or hemoglobin C trait or any other consideration made unlawful by applicable federal, state, or local law. You are not obligated to complete this form, but your assistance would be appreciated.

The information requested on this form will be used solely to comply with state and federal legal requirements and will be kept strictly confidential. This form is not part of your Application for employment and none of the information disclosed in this form will be considered in any employment-related decision (including hiring).

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Gender (check one):**

Male \_\_\_\_\_ Female \_\_\_\_\_

**Ethnicity/Race (check one):**

- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ White
- \_\_\_\_\_ Black or African American
- \_\_\_\_\_ Native Hawaiian or Pacific Islander
- \_\_\_\_\_ Asian
- \_\_\_\_\_ American Indian or Alaska Native
- \_\_\_\_\_ Two or more races

## 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; 6/27/2014
  - 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).

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
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. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
d. Federal Credit Unions	
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

**CORI POLICY**  
**(Applicable only to employees who work or reside in Massachusetts)**

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If Urban Markets LLC is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's **Information Concerning the Process in Correcting a Criminal Record**. If the CORI record provided does not exactly match the identification information provided by the applicant, (organization name) will make a determination based on a comparison of the CORI record and documents provided by the applicant. The (organization name) may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If Urban Markets LLC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - a. Relevance of the crime to the position sought;
  - b. The nature of the work to be performed;
  - c. Time since the conviction;
  - d. Age of the candidate at the time of the offense;
  - e. Seriousness and specific circumstances of the offense;
  - f. The number of offenses;
  - g. Whether the applicant has pending charges;
  - h. Any relevant evidence of rehabilitation or lack thereof;
  - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. Urban Markets LLC will notify the applicant of the decision and the basis of the decision in a timely manner.