



9340 Cabot Drive, Suite I, San Diego, CA 92126  
(858) 693-0071 (858) 693-0992 FAX

## Application Procedures

Thank you for your interest in **Miramar Transportation, Inc.** Should we request an interview with you, please do the following:

- Complete the Standard Employment Application,
- If available, include a copy of your resume,
- Review and sign the Authorization to Obtain Investigative Consumer Report,
- Should you be applying for a Driver Position, you will also need to complete the additional application inquiring about your previous driving experience and attach a copy of your DMV record obtained within the last 30 days.

Please be advised that Miramar Transportation, Inc. conducts background investigations on all candidates that have accepted a job offer. We do not use these reports during any part of the interview or initial selection process. If you do not accept an offer then we do not request the background investigation report. The following background investigations are conducted after an offer is extended and accepted:

1. Basic Employment Verification
2. National Criminal File check
3. 5-Year Multi-County Felony and Related Misdemeanor Court Record Search
4. Security Threat Assessment required by the Transportation Security Administration (TSA)

Actual employment is contingent on a clear background report. Employment offers will be withdrawn if the background report reveals any of the following items:

1. Falsification of prior employment records,
2. Convictions for any felony offense in the past five years,
3. Items concerning certain violations identified on the Motor Vehicle Record (MVR) for anyone who will be operating a vehicle.

We are engaged in a security-sensitive business regulated by the Transportation Security Administration (TSA) as well as other government agencies. Your patience and cooperation is appreciated as we comply with the employment requirements of these agencies.

I acknowledge that I have read the Application Procedures for New Hires and agree to the conditions for employment therein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Disclosure and Authorization to Obtain Investigative Consumer Report**

In connection with my application for employment or promotion or other job change, I hereby authorize and understand that Miramar Transportation may obtain an INVESTIGATIVE CONSUMER REPORT that will include information as to my character, general reputation, personal characteristics and mode of living. This report may reveal information about work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Such a report may be requested by or on behalf of Miramar Transportation for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Miramar Transportation, Inc. Further, I understand and agree that Miramar Transportation may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background and professional licensing, if any, and/or direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

**California, Oklahoma, Minnesota Applicants only:** You have a right to obtain a copy of any investigative consumer report obtained by Miramar Transportation from the consumer credit reporting agency by checking the box below. The report will be provided to you within three business days after the report is provided to Miramar Transportation.

I request to receive a free copy of this report.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency named above 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 the consumer Reporting Agency identified above in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

I also understand that before I am denied employment based, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the federal Fair Credit Reporting Act.

This consent will not affect my ability to question or dispute the accuracy of any information contained in my credit/investigation report. I understand if I disagree with the accuracy of any information in the report, I must notify Miramar Transportation within five business days of my receipt of the report. If I notify Miramar Transportation within five business days of the receipt of the report that I am challenging information in the report, Miramar Transportation will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Date of Birth (mm/dd/yyyy)</b>	<b>Social Security #</b>	<b>Driver's License</b>	
<b>Other names you have used or are also known as:</b>			
<b>Current Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act.

I release Miramar Transportation, Inc., and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

Report will be ordered from: ChoicePoint, Inc.  
 1000 Alderman Drive  
 Alpharetta, Georgia 30005

\_\_\_\_\_  
 Applicant Printed Name

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

\_\_\_\_\_  
 Date

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

### 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.ftc.gov/credit](http://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 C:\Documents and Settings\MIRAMAR38\My Documents\Human Resources\Forms\Applications\Summary of Rights.docyou, 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](http://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](http://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.
- **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](http://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 1- 800-613-6743
Reserve System member banks (except national banks, Federal Reserve Board and federal branches/agencies of foreign banks)	Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Federal Savings associations and federally chartered savings banks (word Office of Thrift Supervision "Federal" or initials "F.S.B." appear in federal institution's name)	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