



# VIKING DRILL & TOOL, INC.

## Application for Employment

Please answer all questions carefully and completely in your own handwriting.

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number & Street City State Zip Code

Home Telephone Number \_\_\_\_\_ Work or Other Telephone Number \_\_\_\_\_

Are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ State age if under 18 \_\_\_\_\_

### GENERAL INFORMATION

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain details: \_\_\_\_\_

\_\_\_\_\_

(This is not an automatic disqualifier. Job relatedness & recency will be considered)

Position applying for \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Shift 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Date available to start work \_\_\_\_\_

Have you ever applied to Viking Drill and Tool before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_

Have you ever been employed by Viking Drill & Tool?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, employed from \_\_\_\_\_ to \_\_\_\_\_

Does Viking employ any of your relatives/friends? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please state:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

How were you referred to Viking Drill & Tool? Voluntary \_\_\_\_\_ Want Ad - St. Paul \_\_\_\_\_ Mpls. \_\_\_\_\_

State Employment Office/Ad \_\_\_\_\_ Private Employment Office \_\_\_\_\_ Viking Employee \_\_\_\_\_ Other \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Education: High School, College, Graduate, Secretarial & Other Specialized Training

Name of school and address in full	Degree or Diploma	Field of Study	Overall Grade Average

Other specialized training \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

**Please list all part-time and full-time positions, start with most recent position first.**

(Use an additional sheet of paper if necessary.)

Dates from Month Year	Name of Employer	Phone Number	Job Title
Dates to Month Year	Address of Employer	May We Contact This Employer? If Not Why?	Name of Supervisor
Salary: Start Final	Description of Duties		Reason for Leaving
Dates from Month Year	Name of Employer	Phone Number	Job Title
Dates to Month Year	Address of Employer	May We Contact This Employer? If Not Why?	Name of Supervisor
Salary: Start Final	Description of Duties		Reason for Leaving
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Dates to Month Year	Address of Employer	May We Contact This Employer? If Not Why?	Name of Supervisor
Salary: Start Final	Description of Duties		Reason for Leaving

## COMMENTS & ACCOMPLISHMENTS

Please highlight any specific experiences, achievements or special capabilities which you feel will uniquely qualify you for employment.

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## REFERENCES

List below the names of three persons not related to you, whom you have known at least one year.

Name	Address/Phone #
Name	Address/Phone #
Name	Address/Phone #

I understand that misrepresentation or omission of facts in this application could result in immediate dismissal upon discovery of the misrepresentation or omission. If hired, I agree to abide by the terms and conditions of all Viking Drill & Tool's rules and regulations. I understand and agree that my employment will be at will and that I or the Company may terminate this employment relationship at any time, with or without notice, for any or no reason, without recourse by either of us. Any oral or written statements that contradict this employment at will relationship are disavowed by Viking Drill & Tool, Inc. and should not be relied upon by any employee.

DATE	SIGNATURE
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# VIKING DRILL & TOOL, INC.

## Authorization for Release of Information

I, \_\_\_\_\_, hereby authorize Viking Drill & Tool, Inc. and/or The McDowell Agency, Inc. to make an independent investigation of my background, references, character, past employment, credit, and/or any other records deemed necessary. I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release such information without restriction or qualification to Viking Drill & Tool, Inc. and/or The McDowell Agency, Inc. I hereby release Viking Drill & Tool, Inc. and The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this form or any application form, will be grounds for refusal to hire me or for the termination of my employment. Furthermore, I understand that any offer that has been made to me for employment from Viking Drill & Tool, Inc. is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify me from employment at Viking Drill & Tool, Inc. and that any employment offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by Viking Drill & Tool, Inc. I understand that this release is valid for the duration of my employment, and that Viking Drill & Tool, Inc. or The McDowell Agency, Inc. (at Viking Drill & Tool, Inc.'s request) may choose to investigate my background at any time during the course of my employment.

I have read and understand the terms of this authorization and agree to the terms stated herein. A photocopy or facsimile of this authorization will be treated the same as an original.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

I would  / would not  like a copy of said report.



**VIKING DRILL & TOOL, INC.**

**NOTICE & DISCLOSURE TO APPLICANT FOR EMPLOYMENT  
REGARDING THE OBTAINING OF A CONSUMER REPORT**

In connection with your application for employment, we may obtain a consumer report on you as part of the process of considering your candidacy as an employee. In the event that any information obtained from the report is used in whole or in part in making an adverse decision with regard to your employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law (Summary of Your Rights).

Please also be advised that we may also obtain an investigative report including but not limited to information about your character, general reputation, personal characteristics, criminal record and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights in the Summary of Rights provided to you at this time.

By your signature below, you hereby authorize us to obtain a consumer report about you in consideration for employment.

Applicant's Name: \_\_\_\_\_  
(Please Print)

Applicant's Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## A Summary of Your Rights Under the Fair Credit Reporting Act

**You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

**You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

**You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

**Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

**You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

**Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

**Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

**You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

**You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
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 Programs Washington D.C. 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 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
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