

**APPLICATION FOR EMPLOYMENT
STANDARD SHARED SERVICES, LLC.
1535 Kalamazoo Ave. SE * Grand Rapids, MI 49507 * (616) 245-9171
"We are An Equal Opportunity Employer"**

Instructions to Applicant:

1. Clearly print all information.
2. You must fully and accurately complete the application
3. WE DO DRUG TESTING! If you have a problem with this, please discontinue completing this application

Date: _____
Month Day Year

PERSONAL INFORMATION

Last name _____ First name _____ Middle initial _____

Street address _____ City _____ State _____ Zip _____

Telephone number _____ Cell phone number _____

Are you 16 years old or older? Yes or No (circle one) Are you 18 years old or older? Yes or No (circle one)

POSITION APPLYING FOR

Type of employment desired: Full time _____ Part Time _____ Temporary _____ Wage required \$ _____

When are you available to start work _____ Do you object to overtime Yes or No (circle one)
one) Day Month Year

Please indicate times you would be available to work each day:
MON _____ TUE _____ WED _____ THUR _____ FRI _____ SAT _____ SUN _____ N/A _____

Do you have any activities, commitments or responsibilities (car pooling, school other employment etc.) which might in any way interfere with your ability to work full-time, including overtime in the position for which you are applying? If so, please explain: _____

If employed here, do you expect to work on any other job? Yes or No (circle one) If yes, give nature of work and amount of time it requires: _____

EDUCATION

	Name and location of school	Did you graduate?
High School		
College/University		
Trade/Technical		

RELATED KNOWLEDGE / SPECIAL SKILLS

List any skills, training or qualifications you have that you feel would be of benefit to your employment here: _____
_____. Describe fully the nature of the work in your present (or most recent) job: _____ Are you presently in the U.S. armed forces, active or reserve? If so, identify unit and any service obligations: _____ Have you ever worked here before? If so when? from _____ to _____. Have you ever been discharged from a position? (Y or N) Please explain _____
_____. Have you ever been bonded? (Y or N) Refused a bond? (Y or N) Have you ever been convicted of a crime or are you presently charged with a felony? (Y or N) If so, when, where & nature of offense? _____
_____. Conviction of a crime will not automatically disqualify you from the position for which you apply. Are you legally entitled to work in the United States at this time for Standard Shared Services, LLC? (Y or N) Is any additional information relative to a different name necessary to check work records? (Y or N) If yes, explain. _____

READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT

I agree that my employment with Standard Shared Services, LLC. will be at will and may be terminated by me or Standard Shared Services, LLC. at any time, with or without cause. I agree that no one other than an officer of Standard Shared Services,

LLC. in a written contract has any authority to limit Standard Shared Services, LLC.'s right to terminate employment at will, or to offer employment other than on an at-will basis.

I agree that the contents of any office, locker or desk or equipment or other Practice property I may use, and any of my own property I bring onto Standard Shared Services, LLC.'s premises (including, without limitation, cars, packages, and purses), may be inspected by Standard Shared Services, LLC. at any time, and I waive any claims against Standard Shared Services, LLC. or its agents relating to such inspection.

I agree that I will not disclose to anyone or use for my own purposes any of Standard Shared Services, LLC.'s confidential or proprietary information, either during or after my employment, except at the request and for the benefit of Standard Shared Services, LLC. I agree that information about Standard Shared Services, LLC.'s customers, vendors, sources of supply, pricing, costs, and other financial information, products, services, methods of operation, marketing, engineering methods, production, and the like is confidential and proprietary information that belongs to Standard Shared Services, LLC.. If my employment with Standard Shared Services, LLC. ends, I will not retain any copies or summaries of any such information, but will promptly return all such information to Standard Shared Services, LLC.. I also agree that I will disclose and assign to Standard Shared Services, LLC. any invention, design or process that I conceive or develop while employed by Standard Shared Services, LLC. relating to Standard Shared Services, LLC.'s business or to any product or service offered or being developed by Standard Shared Services, LLC., and that all such inventions, designs or processes belong to Standard Shared Services, LLC..

I agree to submit to physical examinations permitted by law before and during my employment, at the request and expense of Standard Shared Services, LLC., and I agree to disclose all information lawfully requested at such examinations about my physical and mental condition and medical history. I also agree that before and during my employment, at the request and expense of Standard Shared Services, LLC., I will cooperate in such lawful medical tests (including blood, urine or other testing) as Standard Shared Services, LLC. requests to check for drugs or alcohol in my system. I waive any claims against Standard Shared Services, LLC. or its agents or any testing agency retained by Standard Shared Services, LLC. or its agents relating to any such testing, or from lawful decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

I agree that except as prohibited by statute Standard Shared Services, LLC. may, during or after my employment, disclose or discuss any information or opinions relating to me or my employment to employees of Standard Shared Services, LLC. or third parties. I waive written or other notice of any such disclosure, including disclosure of disciplinary matters, and I waive any claims against Standard Shared Services, LLC. or its agents relating to any such disclosure or discussion.

I agree that I will not commence any action or lawsuit relating to my employment with Standard Shared Services, LLC., or the termination of my employment, more than 12 months after the termination of my employment, and I agree to waive any statute of limitations to the contrary. I understand that this means that even if the law would give me the right to wait a longer time to make a claim, I am freely and knowingly waiving that right, and that any claims not brought within 12 months after my employment ends will be barred. I waive any right to a jury trial if I ever sue Standard Shared Services, LLC. relating to my employment with Standard Shared Services, LLC.. I understand that this means that even if the law would give me the right to have a jury decide my claims, I am freely and knowingly waiving that right and agree to have my claims heard and decided by a judge instead.

I agree to the above terms of employment. I agree that if any of the above terms is ever found to be legally unenforceable as written, such invalidity will not affect the validity of the rest of this agreement, and such term shall be limited to allow its enforcement as far as legally possible. I agree that no one other than an officer of Standard Shared Services, LLC., by a written directive, has any authority to modify the above terms of employment, or to make any exception to them, or to offer employment on any other terms.

I agree that I will be bound by and will adhere to any other rules and policies issued by Standard Shared Services, LLC., including all rules and policies contained in Standard Shared Services, LLC.'s employee handbook.

Date: _____ Signature of Applicant _____

WORK EXPERIENCE

Are we granted permission to check all information? Yes or No (circle one) Are you presently employed? Yes or No (circle one)
Indicate by number any of the following employers whom you **do not** wish us to contact _____

1) Present or most recent employer:

Employers name _____ Phone number _____
Address _____ City _____ State _____ Zip _____
Date started _____ Starting salary _____ Starting position _____
Date left _____ Present / final salary _____ Position on leaving _____

Describe work performed _____
 Reason for leaving _____
 Whom shall we contact _____ Position / title _____

2) Present or most recent employer:

Employers name _____ Phone number _____
 Address _____ City _____ State _____ Zip _____
 Date started _____ Starting salary _____ Starting position _____
 Date left _____ Present / final salary _____ Position on leaving _____
 Describe work performed _____
 Reason for leaving _____
 Whom shall we contact _____ Position / title _____

3) Present or most recent employer:

Employers name _____ Phone number _____
 Address _____ City _____ State _____ Zip _____
 Date started _____ Starting salary _____ Starting position _____
 Date left _____ Present / final salary _____ Position on leaving _____
 Describe work performed _____
 Reason for leaving _____
 Whom shall we contact _____ Position / title _____

PERSONAL REFERENCES

List the names & addresses of two people not related to you whom you have known for at least one year.

1. _____
 Name Address Phone # Employed by Years known
 2. _____
 Name Address Phone # Employed by Years known

List the name of the person who referred you _____

PERSONNEL TEST

Applicant: Clearly print all answers, following directions exactly. If more space is needed to work out the answers, use separate sheet.

1. Add the following:

	43.97		.28
	7.57	32.01	.97
4.48	7.28	9.94	.08
+3.87	8.76	16.27	1.72
	+ .98	+ 27.76	+ .63
	54.28		
	1.75		
	+ 67.96		
	47.21		
	+ 8.37		

2. Multiply the following:

16.57	9.48	12.87	38.41
<u>x 3</u>	<u>x 4</u>	<u>x 5</u>	<u>x 7</u>

3. Subtract the following:

1.39	110.87	4.68
<u>- .93</u>	<u>- 29.78</u>	<u>- 1.79</u>

4. Determine the discount to be given and how much the customer will pay after the 10% discount is deducted:
(round off to the nearest cent)

Regular Price	10% Discount	Amount to be paid by the customer
\$17.49	_____	_____
\$28.57	_____	_____

5. A customer wishes to purchase a case of liquid cleaner. A bottle of cleaner sells for \$2.19 and a case holds 24 bottles. How much will we charge the customer for the full case? _____
6. What would a customer pay for "one" item of a multiple price item in the following cases? Round your answer up to the next whole cent.
3 for \$.79 _____ 3 for \$.89 _____ 5 for \$.99 _____
7. How many inches in $\frac{3}{4}$ of 1 yard? _____
8. How many square feet in a 20' by 80' house? _____
9. How many of the five items listed below are exact duplicates of each other
- | | | | |
|--|---------|---------|--------------|
| | 7362 | 7363 | |
| | 62735 | 63737 | |
| | 527182 | 527182 | Number _____ |
| | 918264 | 918264 | |
| | 1628357 | 1623857 | |

10. Answer the questions after reading the following paragraph:
For nineteen years we've had the privilege of supplying Books & Sons with Swedish wood pulp for processing. Then you stopped ordering, and your absence has been noticeable. We try to do our very best in servicing all of our customers and would very much like to know why you have stopped ordering from us. Our sales representative will be calling on your area Tuesday, May 15th, and will stop by to find out what we can do to be of service to you in the future.
- A. How many years had Books & Sons been ordering wood pulp? _____
- B. When will the sales representative call on Books & Sons? _____
- C. What had Books & Sons done to cause this company concern? _____

AUTHORIZATION AND WAIVER

I authorize and request my former employers, references, educational institutions, and any credit agencies or reporting services that have information about me to give Standard Shared Services, LLC any information and opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and I release such former employers, references, educational institutions, and credit agencies or reporting services from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to Standard Shared Services, LLC any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver will be valid as an original. I also authorize Standard Shared Services, LLC. to use a consumer reporting agency to obtain a criminal background check on me. I have received a notice explaining my rights under the Fair Credit Reporting Act with regards to a consumer report.

NOTICE

When you sign your application for employment with Standard Shared Services, LLC, you agree that:

- Standard Shared Services, LLC may obtain a consumer credit report about you in connection with your application for employment.
- If you become an employee of Standard Shared Services, LLC, Standard Shared Services, LLC may from time to time obtain a consumer credit report about you.

If your application is denied on the basis of information contained in a consumer credit report, or if an adverse action is taken against you regarding your employment based on information contained in a consumer credit report, a copy of the report and a description of your rights under the Fair Credit Reporting Act will be provided to you. This notice is provided under the Fair Credit Reporting Act.

Date: _____ Signature of Applicant: _____

Notice on Consumer Reports

When you sign your application for employment with Standard Shared Services, LLC. you agree that Standard Shared Services, LLC. may obtain a criminal background check from a consumer reporting agency in connection with your application for employment. The consumer reporting agency will conduct an investigative consumer report, which will be limited to checking with government agencies to determine whether you have a criminal record. You have the right to request a complete disclosure of the nature and scope of this investigative consumer report. Your request must be made in writing within a reasonable period of time after you have received this notification and must be mailed or otherwise delivered to: _____.

If your application is denied on the basis of information contained in the report, or if an adverse action is taken against you regarding your employment based on information in the report, a copy of the report and a description of your rights under the Fair Credit Reporting Act will be provided to you.

STANDARD SHARED SERVICES, LLC.
 Headquarters Office: 1535 Kalamazoo Avenue, S.E.
 Grand Rapids, Michigan 49507

Answer the questions in this section ONLY if applying for a driver position	Driver Experience and Qualification
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Name:	Social Security Number:
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Current Address:

Prior Addresses Within the Past 3 Years:
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Date of Birth:	<i>The U.S. Department of Transportation requires that the driver applicant state his/her date of birth. (391.21(b)(2)).</i>
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Licenses

Drivers Licenses held in the past 3 years must be shown.	State	License No.	Class	Endorsement(s)	Expiration Date

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?	Yes	or	No	(Circle One)
B. Has any license, permit or privilege ever been suspended or revoked?	Yes	or	No	(Circle One)
C. Have you ever been disqualified for violations of the Federal Motor Carrier Regulations?	Yes	or	No	(Circle One)
If you answered "yes" to A, B and/or C, please attach a statement explaining in detail why.				

Driving Experience

Class of Equipment	Type of Equipment	Dates		Approximate Total Miles
		From	To	
Straight Truck				
Tractor and Semi Trailer				
Twin Trailers-LCV's				
Other				

List states operated in during past five years
--

List special courses or training that will help you as a driver

List driving awards held and who awards were presented by

Accident Review For Past 3 Years

Attach Separate sheet of paper if more space is needed

Date	Nature of Accident	Fatalities	Injuries
Last Accident			
Next Previous			
Next Previous			

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Traffic Convictions And Forfeitures

For the past three years, other than parking violations

Location	Date	Charge	Penalty

Note to Driver Candidates: *The U.S. Department of Transportation requires that the driver application show all employment for the past three years. they must also show commercial driver employment for the seven years immediately preceding this three-year period. (391.21(b)(10),(11))*

Employment History

Date Mth/Yr	Employer Name, Address & Phone No.	Salary	Last Position Held & Work Performed	Reason for Leaving	Position Subject to FMCSR's	Position Safety Sensitive Function Requiring Alcohol/Controlled Substance Testing
From:		Start:				
To:	Supervisor	End:				
From:		Start:				
To:	Supervisor	End:				
From:		Start:				
To:	Supervisor	End:				
From:		Start:				
To:	Supervisor	End:				

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.

The information provided in the Employment History section may be used and previous employers will be contacted for the purpose of investigating your safety performance history information. You have the following rights with regards to the investigative information that is provided to us: (a) the right to review the information; (b) the right to have errors in the information corrected by the previous employer and for that employer to re-send the corrected information to us; and (c) the right to have a rebuttal statement attached to the driver's information in your file. 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.

Date: _____ Applicant Signature: _____

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 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
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