



Transport Leasing/Contract, Inc.

Payroll Plus Corporation

The Labor Source, Inc.

APPLICATION COVER PAGE – CLERICAL/ADMINISTRATIVE/MANAGERIAL

Paperwork can be sent to our Chesterton office at
apps-screening@tlccompanies.com or fax 219-926-9627

The following pages are needed to begin screening an applicant:

- Complete TLC Application (2 pages)
- Essential Job Functions Worksheet
- Signed Background Check Disclosure and Authorization Form (*includes FCRA Summary of Rights to be given to applicant*)

The following pages are needed before we can process payroll on an APPROVED applicant (applicants are not approved for work until you receive notice of approval from TLC and all required payroll paperwork has been received by TLC):

- Federal W4
- State Withholding Forms (if applicable)
- Employment Eligibility Verification (*Form I-9; Section 1 must be completed by the employee; Section 2 must be completed by the person witnessing the documents; copies of documents should also be included.*)
- Compensation and Hire Form
- TLC Employee Handbook Receipt (*A TLC Employee Handbook should be given to every employee and the signed receipt should be faxed or sent to TLC*)

Some states have forms that employers are required to give employees at the time of hire – contact TLC for forms or information, if applicable:

- Colorado – affirmation of legal work status
- Maryland – employee pay notice
- New Jersey – family leave law notice, employer record keeping notice, unemployment/disability benefits notice
- New York - employee pay notice (labor law 195)
- Pennsylvania – residency certification form
- South Carolina – terms of employment notice
- Texas – workers compensation notice to new employees

The following pages are optional:

- Direct Deposit Authorization Form
- Equal Employment Opportunity Form (EEOC)
- Criminal Background Check Request Form

**You are required to comply with the Fair Credit Reporting Act with respect to any consumer reports you are provided by TLC.*

Revised 8/31/15



- Transport Leasing/Contract, Inc.
- Payroll Plus Corporation
- The Labor Source, Inc.

Corporate Offices
 6160 Summit Drive N., Suite 500
 Brooklyn Center, MN 55430 763-585-7000

Personnel Office
 802 Wabash Ave., Suite 1
 Chesterton, IN 46304
 Ph 800-926-8440
 Fax 219-926-9627

TLC Client Name: _____
 TLC Client ID Number: _____

DATE OF APPLICATION: ____/____/____

All questions on this form must be completed. Please print and use ink.

PERSONAL INFORMATION			
Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Last First Middle</small>		Social Security Number: _____	
Address: _____		County: _____	
City, State, Zip: _____		Phone Number: _____	
Are you subject to Local/City tax? (circle one): YES NO		If Yes list township, borough and school district: _____	
	High School	College/University	Graduate/Professional
School Name			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4+
Diploma/Degree			
Describe Course of Study			
Describe specialized training, apprenticeship, skills and extra curricular activities:			

EMPLOYMENT HISTORY		
<i>Please list present and past employment, beginning with the most recent position:</i>		
Company Name: _____	From: _____	To: _____
Address: _____	City, State, Zip: _____	
Telephone: () _____	Supervisor Name: _____	Type of Business: _____
Reason for Leaving: _____	Weekly Starting Wage: _____	Weekly Ending Wage: _____
Job Title: _____	Please describe your duties: _____	
May we contact this employer? _____	If NO, why? _____	

Company Name: _____	From: _____	To: _____
Address: _____	City, State, Zip: _____	
Telephone: () _____	Supervisor Name: _____	Type of Business: _____
Reason for Leaving: _____	Weekly Starting Wage: _____	Weekly Ending Wage: _____
Job Title: _____	Please describe your duties: _____	
May we contact this employer? _____	If NO, why? _____	

Employment History (Continued)

Company Name:		From:	To:
Address:		City, State, Zip:	
Telephone: ()	Supervisor Name:		Type of Business:
Reason for Leaving:	Weekly Starting Wage:	Weekly Ending Wage:	
Job Title:	Please describe your duties:		
May we contact this employer?	If NO, why?		

GENERAL INFORMATION

Are you prevented from lawfully becoming employed in this country because of your visa or immigration status? (*Proof of citizenship or immigration status will be required upon employment*)

NO YES – *Please Explain:*

If you are a resident of Massachusetts or if you are applying for work in Hawaii, Illinois, Minnesota, New Jersey, New York City NY, Rhode Island, Buffalo NY, or Philadelphia PA, disregard this question. Answering Yes to this question will not automatically disqualify you from being hired.

Have you ever been convicted of a felony? (convictions will not necessarily disqualify an applicant)

NO YES – *Please Explain:*

NOTICE TO APPLICANTS:

This employer complies with all applicable equal employment opportunity laws and regulations. We will not use the information on this application to discriminate against an individual with respect to their compensation, terms, conditions, or privileges of employment because of race, color, religion, sex, age, national origin, disability, genetic information, or any other protected classification under local, state or federal law.

The TLC Companies (TLC) participates in E-Verify, which means if you are hired information from your I-9 form will be provided to the Social Security Administration, and if necessary, the Department of Homeland Security, to confirm work authorization.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal and employment history, and financial and credit record through any investigative or credit agency(ies) or bureaus of your choice.

A BACKGROUND CREDIT REPORT MAY BE REQUIRED IF, IN YOUR JOB, YOU WILL HAVE ACCESS TO CASH OR SECURITIES, PERSONAL INFORMATION AND/OR CONFIDENTIAL INFORMATION.

Should I become an employee of TLC and an on-the-job injury occurs, I understand TLC may require a post injury drug and/or alcohol test. My refusal to submit to a drug or alcohol test may be grounds for termination. I will hold harmless all parties, including TLC and/or its affiliates, from any liability due to my refusal to test and/or the reporting of any results of such test.

It is also understood that TLC reserves the right to unilaterally abolish or modify any personnel policy without prior notice. In consideration of my employment, I agree to conform to the rules and regulations of TLC. For applicants in at-will employment states, I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at the option of either TLC or myself (Montana is not at at-will employment state).

I understand that no representative of TLC, other than the President or joint consensus of the Board of Directors, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant Signature: _____ **Date:** _____

The TLC Companies considers applicants for all positions without regard to race, color, religion, sex, national origin, age, veteran status, disability, genetic information, or any other protected classification under local, state or federal law.



ESSENTIAL JOB FUNCTIONS WORKSHEET
CLERICAL/MANAGERIAL/ADMINISTRATIVE

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The following are physical requirements pertaining to the job(s) for which you are applying. These bona fide physical requirements are essential functions of the job and are in addition to the skill, certification, years of experience and other qualifications required to perform the job(s) for which you have applied.

Please be aware that all persons may be required to furnish health condition information and if necessary, submit to an examination by a company-designated physician. This information will be used to determine appropriate job placement. It shall not be used to disqualify an otherwise qualified person who may have a mental or physical disability.

These statements/questions pertain only to the essential functions of the job for which you are applying.

1. Can you stand/sit for up to 4-8 hours or more per day while completing office tasks during an 8-10 hour shift?
 YES NO
2. Are you able to safely view a computer monitor screen during your shift if required?
 YES NO
3. Can you walk and climb stairs?
 YES NO
4. Can you lift and carry up to 30 pounds such as manuals, charts, notebooks and supplies?
 YES NO
5. Can you perform repetitive motion tasks with your hands and wrists safely for an 8-10 hour shift?
 YES NO
6. Can you safely bend and stoop as required during an 8-10 hour shift?
 YES NO
7. Can you safely grip, grasp and twist using your hands and wrists regularly?
 YES NO

For any No answers to the above questions, please explain:

Prompt and reliable attendance is a job requirement.

I understand that any misstatement, omission, falsification, or misrepresentation of fact on this form is ground for withdrawal of the conditional job offer or termination of employment if already employed.

Signature of Applicant

Date

Printed Name



Corporate Offices
 6160 Summit Drive N., Suite 500
 Brooklyn Center, MN 55430 763-685-7000

**BACKGROUND CHECK
 DISCLOSURE AND AUTHORIZATION
 FORM**

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Please read carefully and completely before signing

Disclosure:

As part of your application for employment or your interest in being qualified as a contractor with The TLC Companies (the "Company"), the Company intends to obtain a consumer report and criminal background screen from consumer reporting agencies such as HireRight, Asurint, and/or US Information Search. These consumer reports will be used for employment purposes within the meaning of the Fair Credit Reporting Act (the "FCRA"). To the extent you enter into an employment or contractual relationship with the Company, the Company may periodically obtain updated consumer reports and criminal background screens. Among the reports that may be procured by the Company are reports from the Pre-Employment Screening Program (PSP) conducted by the Federal Motor Carrier Safety Administration (the information obtained from this program is hereinafter referred to as a "PSP Report").

As required by the FCRA, this disclosure is to inform you that a consumer report, including information as to character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be procured from time to time. Such reports may contain public information concerning your driving record, safety record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc. from federal, state and other agencies, which maintain such records. Consumer reports and background checks are conducted only in accordance with state and local laws.

Should the information received in the consumer report be the reason in whole or in part for any adverse action taken against you by the Company, you may obtain a free copy of the consumer report from the consumer reporting agency so long as the report is requested within 60 days of notification of the adverse action. You have the right to dispute the accuracy or completeness of any information contained in the consumer report furnished by the consumer reporting agency.

Authorization:

This signed Authorization is my authorization and consent for the Company to procure a PSP report for pre-employment screening only, consumer reports and criminal background reports from a consumer reporting agency from time to time as required by the Company for employment or contract purposes.

This authorization shall remain on file and shall serve as on-going authorization for the Company to procure consumer and criminal background reports at any time during my employment or contractual relationship and the qualification process with respect thereto. I understand that, upon termination of my employment or contract for any reason, this authorization shall be destroyed and of no further effect.

I hereby certify that I have read the foregoing and understand the contents of this Disclosure and Authorization. I also understand the remedies available to me should I disagree with the Consumer Reporting Agency with respect to the consumer report.

Signature: _____ Date: _____

Printed Name: _____ Last 4 digits of Social Security Number: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.

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 or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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;
 - 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 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 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.
- **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.

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. For Information about your Federal rights contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>

5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. 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