



Employment Application Submission Instruction

To be considered for employment at Gerloff Company, Inc., you must complete Gerloff Company, Inc. Application for Employment Form and submit the completed application form to our Human Resources.

Applicants may obtain the application form by either one of the following two methods:

- Visiting our main office located at 14955 Bulverde Rd., San Antonio, TX 78247
- Downloading from our website, www.gerloffinc.com/employ.html

Note: PDF application form can be completed by directly typing on to the form using Adobe Acrobat Reader or simply printing out the form and filled out manually.

The completed application form must be submitted to our Human Resources by one of the following three methods:

- Deliver the form in person to our main office located at 14955 Bulverde Rd., San Antonio, TX 78247
- Email the form to jobs@gerloffinc.com
- Fax the form to 210-892-2770 with ATTN: Human Resources indicated on the cover sheet

Applicants may also submit resume along with the completed application form if they choose to.

Applicants may choose to omit some security sensitive information from the application form at the time of submission; however, the omitted information must be presented to the Human Resources prior to scheduling an interview.

If you have any questions or concerns, please call our main office at (210) 490-2777 for additional information.

APPLICATION FOR EMPLOYMENT

Gerloff Company Inc catastrophe management

An Equal Opportunity Employer

We appreciate your interest in Gerloff Company, Inc. All employment inquiries are carefully considered and employment decisions are made on the basis of qualifications, and without regard to race, color, religion, gender, national origin, age, marital or veteran status, disability, or any other legally protected characteristics.

Applicant Note

This application form is intended for use in evaluating your qualifications for employment and does not create a contract for employment. Please answer all applicable questions, completely and accurately. False or misleading answers and statements on this form or during the interview are grounds for terminating the application process or, if discovered after employment, terminating employment. If you require assistance or a reasonable accommodation in completing this application or any aspect of the application process, please ask to see our Human Resources Representative. Please print clearly in ink and fully answer all questions. If questions are not applicable, print "NA". Do not leave questions blank. You may attach a resume, but you must still complete all sections of this application.

TODAY'S DATE

____ / ____ / ____
Month Day Year

PERSONAL INFORMATION

Name _____ Social Security No. ____ / ____ / ____
Last First MI

Current Address _____
Street City State Zip Code

Previous Address _____
Street City State Zip Code

Phone Numbers (____) _____ (____) _____ (____) _____
Home Daytime Alternate

POSITION INFORMATION AND AVAILABILITY

Position applying for _____ Full time Part time Temporary

Least acceptable rate of pay \$ _____ Per Hour Year Date available _____

Check the shifts you can work Weekdays Weekends Evenings Nights Overtime Are you willing to travel? Yes No

How were you referred to us? Walk-in Company Employee SA Express News TWC Website Friend/Relative Other

Have you previously worked for Gerloff Company, Inc. or GCI Remediation, Ltd.? Yes No If yes, answer below.

Dates employed _____ Position _____ Why did you leave? _____

Do you have any friends or relatives working for Gerloff Company, Inc. or GCI Remediation, Ltd.? Yes No If yes, answer below.

Please list their names _____

EDUCATION

School Name	City & State	Graduated?	Received Degree?
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

WORK HISTORY

Please list your employment history for the last ten (10) years beginning with your most recent position.
If you need assistance with addresses and phone numbers, please request a phone book.

Start date _____ / _____ End date _____ / _____ Position _____
Month /Year Month/Year

Company _____ Phone No. () _____ Supervisor _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Describe your job duties

Base rate of pay \$ _____ Per Hour Week Year Reason for leaving _____

Start date _____ / _____ End date _____ / _____ Position _____
Month /Year Month/Year

Company _____ Phone No. () _____ Supervisor _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Describe your job duties

Base rate of pay \$ _____ Per Hour Week Year Reason for leaving _____

Start date _____ / _____ End date _____ / _____ Position _____
Month /Year Month/Year

Company _____ Phone No. () _____ Supervisor _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Describe your job duties

Base rate of pay \$ _____ Per Hour Week Year Reason for leaving _____

Start date _____ / _____ End date _____ / _____ Position _____
Month /Year Month/Year

Company _____ Phone No. () _____ Supervisor _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Describe your job duties

Base rate of pay \$ _____ Per Hour Week Year Reason for leaving _____

REFERENCES

Please list the name of 3 individuals unrelated to you who are familiar with your work performance.

Name	Street Address, City, State, Zip Code	Area Code & Phone Number
1.		
2.		
3.		

SKILLS/TRADES LICENSES/CERTIFICATIONS

Please list any technical skills, clerical skills, trades skills, trades licenses, certifications, etc., relevant to the position for which you are applying. Please include relevant computer systems and software packages of which you have a working knowledge and indicate your level of proficiency (i.e., beginner, intermediate, expert).

OTHER

- 1. Are you legally eligible to work in the United States? Yes No
- 2. If offered employment, can you provide proof by your start date of your legal right to work in the United States? Yes No
- 3. Have you pleaded guilty to or been convicted of a crime in the past 10 years? Yes No

Do not provide information regarding convictions that have been expunged/sealed by a court order.
Please note that a "yes" response will not necessarily bar you from employment.
However, if you refuse to completely answer this question your application may be rejected and denied consideration.

If yes, indicate: Where? _____ When? ____/____/____
City & State Date

- 4. If you are applying for a job that requires you to drive on behalf of the company, please answer the following two questions. Yes No

Do you have a valid driver's license?

If yes, indicate: _____ / ____/____
Type of license State of issue Driver license # Expiration Date

Have you been issued any citations and/or been convicted of a traffic violation in the past 3 years? Yes No

If yes, please explain: _____

CERTIFICATION & RELEASE

Please read the following statements carefully.

Indicate your understanding and acceptance by signing below.

If you have any questions regarding this section, please contact our Human Resources Representative.

I certify that the information contained in this application is true, correct and complete. I understand that any falsification, misrepresentation or omission of information is grounds for refusal to hire me or to terminate my employment if such falsification, misrepresentation or omission is discovered later.

I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education, or other information that they may have with regard to any of the subjects covered in this application. I expressly release these persons and organizations from any and all liability for any damages that may result from furnishing such information.

I understand that investigative or consumer reports may be obtained on me, and I understand that the Authorization and Consent to Investigations must be completed and attached to my application in order to be considered for employment.

I understand that Gerloff Company, Inc., ("the Company") has the right to search anything brought on or into Company premises, including handbags, briefcases, vehicles, desks, cabinets and personal effects.

In the event that I am hired with the Company, I agree to conform to the rules and regulations of the Company and acknowledge that these rules and regulations may be changed by the Company at any time at the

Company's option and without prior notice to me. I understand that the Company's consideration of this application does not imply that I will be hired. I understand and agree that, if hired, my employment is at-will and is for no definite period and can be terminated at any time without any notice, regardless of the date or manner of payment of my wages or salary. I acknowledge that no alteration or modification to my at-will status shall be binding on the Company unless it is expressly set forth in writing and signed by the Chief Executive Officer of the Company.

I acknowledge that the Company's policies prohibit harassment and discrimination of any kind and that if hired, I must report any instances of harassment or discrimination of which I am made aware.

I hereby consent to submitting to be tested for drugs and/or controlled substances, and agree to provide specimens of my urine, breath, blood and/or hair as may be required to conduct such test(s). I understand that any conditional offer of employment is contingent upon my passing the test(s), and such conditional offer will be withdrawn if I do not successfully pass such test(s). I also acknowledge that, if hired, and in furtherance of the Company's policy promoting a safe and efficient workplace, I may be required to submit to and cooperate with alcohol, drug, and/or controlled substance tests at any time, without prior notice, as a condition of my continued employment, and I hereby give my express consent to such test(s), as permitted by law. Further, I hereby release the Company, its agents, employees, and officers from any and all liability which may result from my participation in such test(s) and/or which may result from the disclosure of the results of such test(s).

I understand and agree that, as a condition of Gerloff's review of my application for employment, any dispute(s) or claim(s) arising out of my application for employment shall be submitted to binding, confidential, and final arbitration in accordance with the rules promulgated by the American Arbitration Association. A copy of these rules can be found at www.adr.org. This arbitration clause shall remain in effect whether the Company does or does not extend an employment offer. The arbitration will be administered in accordance with Texas law and will be carried out in San Antonio, Texas. I understand that, by agreeing to this arbitration clause, I am waiving my right(s) to have to present any claim(s) or cause(s) of action to a judge or a jury.

APPLICANT'S SIGNATURE

Limited release form for

GERLOFF CO INC.

Employment or Contractor release

In connection with my application process for employment, volunteer or contract for services I understand that consumer reports or investigative consumer reports, which may contain public record information, may be requested by BestHire, LLC, **and its agents**, or made on me including, but not limited, to consumer credit, criminal records, driving records, drug screening, drug testing, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further I understand that you will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I have the right to make a request of BestHire, LLC™, of Vernon, CT, USA, Telephone: **877-919-2615**. Upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports, at any time, during my active relationship. A facsimile of this original release is to be considered same and to be treated like the original.

Applicant name: _____ (please print)

Residence Street: _____

City: _____ State: _____ ZIP : _____

How long have you lived in this in this state? _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

What State did you receive your SSN In?: _____

*Date of Birth: Month _____ Day _____ Year _____ Race _____ Gender _____

Do you have any other former or previous last name(s): _____

What other states have you lived in or worked in for at least the last 7 years?: _____

Applicant Signature X _____ Dated: _____

Employer signature: This verifies the applicant information and has verified identification by the following photo ID:

X _____ Dated _____

(such as state drivers license, majority ID card, US Passport etc.)

You can find further information on these reports at : www.FTC.gov <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre36.shtm>



Employer will maintain this release on file a *minimum of 300 days*.

rev. May 2012

Para informacion en espanol, visite 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 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 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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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