

**RICHLAND COUNTRY CLUB**  
**APPLICATION FOR EMPLOYMENT**  
(WE ARE AN EQUAL OPPORTUNITY EMPLOYER)

Position Desired: \_\_\_\_\_ When are you available for work? \_\_\_\_\_

Placement Desired:     Full time    Part time    Temporary

**APPLICANT'S STATEMENT**

I understand that Richland Country Club is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state or local law.

In making this application for employment, I understand that the Club may investigate my driving record, criminal, credit and/or consumer reports and records and that an investigative consumer report may be made, whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, financial responsibility, and mode of living. I understand that I have a right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these credit or investigative consumer reports.

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give the Club or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Club. I also authorize the Club to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the Club reserves the right, to the extent permitted by law, to require drug screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the Club or its designees. I release the Club and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other Club documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for ninety days from the date of my hiring. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the Club has a similar right. I understand that no manager, representative, or agent of the Club 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, except that a corporate officer may do so in writing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in the Club's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS.  
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.**

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Each inquiry on this application must be fully answered and completed. Otherwise, you will not be considered for employment.

**PERSONAL DATA**

Name \_\_\_\_\_  
 (Print) Last First Middle Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_  
 Street and Number City State How long have you lived there? \_\_\_\_\_  
 Years Months

Previous Address \_\_\_\_\_  
 Street and Number City State How long did you live there? \_\_\_\_\_  
 Years Months

Telephone No. \_\_\_\_\_

If hired, can you provide proof that you are legally entitled to work in the U.S.?  Yes  No

List other names which you have used, which will be necessary for us to check your educational record, prior employment record, credit record or other information provided during our pre-employment process: \_\_\_\_\_

Have you ever worked for this Club before?  Yes  No If yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives working for our Club?  Yes  No If yes Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Location employed: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Have you ever plead "no contest" or guilty to a crime or been convicted of a crime?  Yes  No If yes, give details: \_\_\_\_\_

(Use attached sheet of paper, if necessary to fully explain. Answering "yes" to this question does not automatically bar employment here.)

Do you have any commitments to any other employer which may affect your employment?  If yes, explain: \_\_\_\_\_

School Name	Years Completed: (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

Other (list training programs or other educational experiences which may be relevant to the position for which you are applying)

**PERSONAL REFERENCES** - Please list persons who know you well - Not previous employers or relatives

Name	Occupation	Address Street, City, State	Telephone Number	Number of Years Known

**RECORD OF PREVIOUS EMPLOYMENT**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. If self-employed, give firm name and supply business references.

Previous Employer: ----- Address: _____	<u>Employed</u> <u>From (Month and Year)</u>	<u>Pay</u> <u>Starting \$</u>	<u>Your Title or Position</u> -----	<u>Major Job Duties</u>
Street, City, State and Zip Code: ----- Telephone: _____	<u>To (Month and Year)</u>	<u>Final \$</u>	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Previous Employer: ----- Address: _____	<u>Employed</u> <u>From (Month and Year)</u>	<u>Pay</u> <u>Starting \$</u>	<u>Your Title or Position</u> -----	<u>Major Job Duties</u>
Street, City, State and Zip Code: ----- Telephone: _____	<u>To (Month and Year)</u>	<u>Final \$</u>	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Previous Employer: ----- Address: _____	<u>Employed</u> <u>From (Month and Year)</u>	<u>Pay</u> <u>Starting \$</u>	<u>Your Title or Position</u> -----	<u>Major Job Duties</u>
Street, City, State and Zip Code: ----- Telephone: _____	<u>To (Month and Year)</u>	<u>Final \$</u>	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Previous Employer: ----- Address: _____	<u>Employed</u> <u>From (Month and Year)</u>	<u>Pay</u> <u>Starting \$</u>	<u>Your Title or Position</u> -----	<u>Major Job Duties</u>
Street, City, State and Zip Code: ----- Telephone: _____	<u>To (Month and Year)</u>	<u>Final \$</u>	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>

Have you ever been terminated or asked to resign from any job?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

Please explain any gaps in your employment history (include military service and any period of unemployment): \_\_\_\_\_

May we contact your current employer?  Yes  No If no, please explain: \_\_\_\_\_

Please list all drivers licenses:

1. No. \_\_\_\_\_ State: \_\_\_\_\_

2. No. \_\_\_\_\_ State: \_\_\_\_\_

3. No. \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Necessary for record searches)  
Month Day Year

**ADDITIONAL INFORMATION**

Please indicate any actual experience you have in any of the following positions:

Management/Supervision

- \_\_\_ General Manager
- \_\_\_ Restaurant Manager
- \_\_\_ Sales Manager
- \_\_\_ Chef
- \_\_\_ Office Manager
- \_\_\_ Other: \_\_\_\_\_

Maintenance/Housekeeping

- \_\_\_ Housekeeper
- \_\_\_ Housekeeping Supervisor
- \_\_\_ Building Maintenance
- \_\_\_ Other: \_\_\_\_\_

Office/Administrative

- \_\_\_ Accounting
- \_\_\_ General Clerical
- \_\_\_ Cashier
- \_\_\_ File Clerk
- \_\_\_ Secretary (wpm: \_\_\_)
- \_\_\_ Switchboard/Receptionist
- \_\_\_ Word Processing
- \_\_\_ Customer Service Representative
- \_\_\_ Other: \_\_\_\_\_

Kitchen/Dining

- \_\_\_ Sous Chef
- \_\_\_ Line Chef
- \_\_\_ Pantry/Prep
- \_\_\_ Baking
- \_\_\_ Dishwasher
- \_\_\_ Server
- \_\_\_ Bartender
- \_\_\_ Busperson
- \_\_\_ Dining Room Supervisor
- \_\_\_ Other: \_\_\_\_\_

Groundskeeping

- \_\_\_ Superintendent
- \_\_\_ Assistant Superintendent
- \_\_\_ Course Laborer
- \_\_\_ Irrigation
- \_\_\_ Mechanic
- \_\_\_ Mowing
- \_\_\_ Equipment Operator
- \_\_\_ Other: \_\_\_\_\_

Recreation

- \_\_\_ Golf Professional
- \_\_\_ Bag Room
- \_\_\_ Golf Pro Shop
- \_\_\_ Tennis Professional
- \_\_\_ Head Life Guard
- \_\_\_ Swimming Coach
- \_\_\_ Retail Sales
- \_\_\_ Other: \_\_\_\_\_

Please describe any other experience that you have which would be relevant to the job for which you are applying:

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Name:

Department:

Please fill out what days and hours you will be available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Club Closed Except for Holidays that fall on a Monday					

Background Investigation Requested By:  
Richland Country Club  
1 Club Drive  
Nashville, TN 37215

Background Investigation Compiled By:  
Fowlers' Profile Links, Inc.  
P. O. Box 291043  
Nashville, TN 37229-1043

## Richland Country Club

### DISCLOSURE AND AUTHORIZATION FORM

#### (I) BACKGROUND INVESTIGATION QUESTIONNAIRE:

Name: \_\_\_\_\_  
(Last) (First) (Middle Name)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

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

Other Name (s): \_\_\_\_\_ / \_\_\_\_\_  
(Used Within the Last 7YRS. E.g. Maiden, Other Married Names) Year of Name Change

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name on Driver's License (last, first): \_\_\_\_\_

#### Previous Residential Addresses (Previous 7 years):

##### Former Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Years Resided \_\_\_\_\_

##### Former Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Years Resided \_\_\_\_\_

##### Former Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Years Resided \_\_\_\_\_

Have you been convicted of any criminal offense, either misdemeanor or felony, other than minor traffic violations in the last 7 years?

Yes \_\_\_ No \_\_\_

Are you currently charged or under investigation for any violation of the law other than minor traffic violations?

Yes \_\_\_ No \_\_\_

#### DISCLOSURE AND AUTHORIZATION

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

#### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Richland Country Club may obtain information about you from a consumer reporting agency for Employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal

characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants as a tenant is an investigation into your education and/or employment history conducted by **Fowlers' Profile Links, Inc., PO Box 291043, Nashville, TN, 37229, 1-866-887-7581** or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing, **Richland Country Club** to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by **Richland Country Club** by contacting the consumer reporting agency identified above directly.

#### ACKNOWLEDGMENT AND AUTHORIZATION

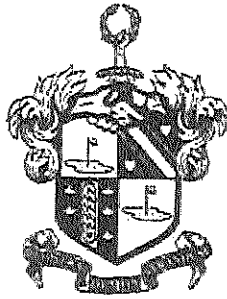
I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Fowlers' Profile Links, Inc., PO Box 291043, Nashville, TN, 37229, 1-866-887-7581** another outside organization acting on behalf of **Richland Country Club** and/or **Richland Country Club**, itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

NOTICE: Fowlers' Profile Links, Inc. requests your Date of Birth solely for the purpose of verifying certain records that may be produced in connection with Fowlers' Profile Links, Inc. background investigation. It is the policy of this facility to provide equal opportunity to persons regardless of race, religion, age, gender, disability or any other classification in accordance with federal, state and local statutes, regulations and ordinances.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



RICHLAND COUNTRY CLUB

**CONSENT TO SUBSTANCE ABUSE TESTING AND RELEASE OF ALL CLAIMS**

I, \_\_\_\_\_, agree to submit to blood, breath, or urinalysis test to determine whether I have drugs in my system, or once employed, have a blood alcohol level above zero while on duty or on Club property. I understand that if I test positive for the presence of drugs or have the stated blood alcohol level, I will be subject to disqualification from hire, or discipline up to and including immediate discharge.

I consent to the release of my test results to Richland Country Club ("the Club") and its medical advisor. I also consent to the release of test – related information to the Club's insurers, the state unemployment compensation commission or any other governmental agency or court of law investigating my employment.

In return for my initial continued employment, I release the Club, its affiliates, and their associates, officers, agents, and employees from liability and damages which may arise from collection and testing of any specimen, or any adverse employment action taken as a result of the testing or test results.

I understand that this consent and release in no way limits my rights or the Club's right to terminate my employment at any time for any reason, with or without advanced notice.

\_\_\_\_\_  
*Applicant or Employee Signature*

\_\_\_\_\_  
*Date*

One Club Drive, Nashville, TN 37215

[www.Richlandcc.com](http://www.Richlandcc.com)

615.370.0030





**RICHLAND COUNTRY CLUB**



3656 Trousdale Dr., Suite 109  
Nashville, TN 37204  
B: 615-332-8838 / F: 615-332-8806  
Hours: 8am to 4:30 pm, Mon – Thursday  
8am to 4:00 pm Friday

**DRUG TEST AUTHORIZATION/CONSENT FORM: Richland Country Club**

**Applicant Name:** \_\_\_\_\_

**Social Security (Last 6 of ss) #:** \_\_\_\_\_

**Reason for Test:**  Pre-employment  Post-Accident  Random  Reasonable  
Suspicion/Cause  School/University  Other: \_\_\_\_\_

**Type of test requested:**  10 Panel Instant

**Special Instructions:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_ **Expire Date of Test:** \_\_\_\_\_

**EMPLOYEE INSTRUCTIONS:** You **must** bring this form with you on the date scheduled above and present it to the **Collector in** order to be tested. You **MUST** also have a **picture ID** with you for identification purposes. Failure to have these items will prevent the collection and screen. If you have questions, please call 615-332-8838.

We are open from 8:00 am – 4:30 pm., Monday-Thursday and 8am – 4:00pm Friday, but ask that you arrive 30 minutes prior to closing. No appointment is necessary and please be sure to bring your completed authorization form with you.

**From Brentwood / Franklin:**

- Take I -65 North
- Take Harding Place exit ( Exit 78). Go Right at the top of ramp.
- Go to Red Light. Take Left on Trousdale Drive. Note CVS Pharmacy on right corner.
- Go appx ¾ mile. Go pass Railroad tracks. Second Building on right. Suite 109
- Next door to Fit Body Boot Camp & Modern Nash. Note Trousdale Commons in front of building

**From Nashville:**

- Take I -65 South going toward Huntsville
- Take Harding Place 78 East Exit. At top of ramp go right.
- Go to the 2 Second Red Light. Take a Left on Trousdale Drive. Go. See CVS Pharmacy on Right.
- Go appx 1 mile. Go pass Railroad tracks. 2nd Building on right. Suite 109. Next door to Fit Body Boot Camp & Modern Nash

From Nashville / Head North on Nolensville Rd / (Just past the Nashville Zoo)

- Nashville, North on Nolensville Rd.
- Right on Elysian Fields Rd, Headed West, toward Vicar Dr. This will end at Trousdale Dr
- Take Right on Trousdale Dr.
- Go appx 0.5 mi, Second building on right past the railroad tracks, Ste 109

Note: Trousdale Commons in front of building

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://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](http://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](http://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](http://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](http://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](http://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:**

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings Response Center –associates, or credit also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

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

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

**CONTACT:**

a. Bureau of consumer Financial Protection  
1700 G Street NW  
Washington, DC 20552

b. Federal Trade Commission: Consumer FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Response Center  
P. O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street Alexandria, VA 22314

- |  |   |
|--|---|
| 3. Air carriers  | Asst. General Counsel for Aviation Enforcement & Proceedings<br>Department of Transportation<br>400 Seventh Street SW<br>Washington, DC 20590                           |
| 4. Creditors Subject to Surface Transportation Board   | Office of Proceedings, Surface Transportation Board<br>Department of Transportation<br>1925 K Street NW<br>Washington, DC 20423   |
| 5. Creditors Subject to Packers and Stockyards Act area supervisor   | Nearest Packers and Stockyards Administrator  |
| 6. Small Business Investment Companies   | Associate Deputy Administrator for Capital Access<br>United States Small Business Administration<br>403 Third Street, SW, 8 <sup>th</sup> Floor<br>Washington, DC 20416 |
| 7. Brokers and Dealers   |   |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration<br>1501 Farm Credit Drive<br>McLean, VA 22102-5090   |
| 9. Retailers, Finance Companies, and All Other creditor operates or Creditors Not Listed Above                               | FTC Regional Office for region in which the Federal Trade Commission: Consumer Response Center-FCRA<br>Washington, DC 20580   |

**This Organization  
Participates in E-Verify**

**Esta Organización  
Participa en E-Verify**

**E-Verify**



**Sample Only**

**Sólo muestra**

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

**E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

**E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**

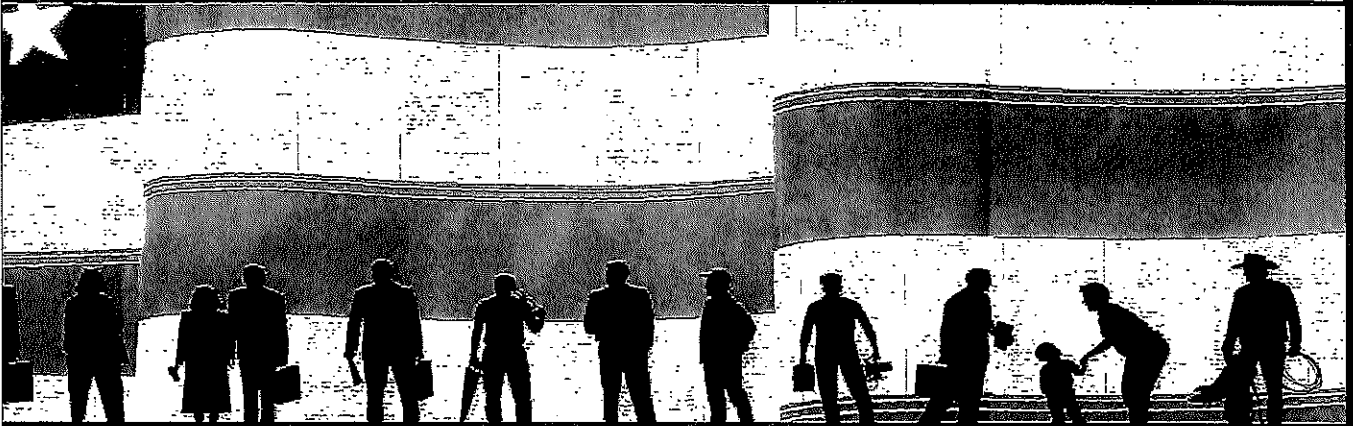
**dhs.gov/e-verify**



E-VERIFY IS A SERVICE OF DHS AND SSA

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# IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

## You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

## Contact IER

For assistance in your own language  
Phone: 1-800-255-7688  
TTY: 1-800-237-2515

Email us

[IER@usdoj.gov](mailto:IER@usdoj.gov)

Or write to

U.S. Department of Justice – CRT  
Immigrant and Employee Rights – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —  
IMMIGRANT & EMPLOYEE RIGHTS SECTION  
— CIVIL RIGHTS DIVISION —

## Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

[www.justice.gov/ier](http://www.justice.gov/ier)

# SI USTED TIENE DERECHO A TRABAJAR



No deje que nadie se lo quite.

Existen leyes que lo protegen contra la discriminación en el trabajo.

## Usted debe saber que...

En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su nacionalidad de origen o estatus de ciudadanía, ni tampoco negarse a aceptar sus documentos válidos y legales.

Los empleadores no pueden rechazar documentos porque tengan una fecha de vencimiento futura.

Los empleadores no pueden despedirlo debido a E-Verify sin darle una oportunidad de resolver el problema

En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

## Comuníquese con la IER

Para ayuda en su propio idioma:  
Teléfono: 1-800-255-7688  
TTY: 1-800-237-2515

Mándenos un correo:  
[IER@usdoj.gov](mailto:IER@usdoj.gov)

O escribanos a:  
U.S. Department of Justice – CRT  
Immigrant and Employee Rights – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

Si alguna de estas cosas le ha sucedido, comuníquese con la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés)



— DEPARTAMENTO DE JUSTICIA DE LOS EE. UU. —  
SECCIÓN DE DERECHOS DE INMIGRANTES Y EMPLEADOS  
— DIVISIÓN DE DERECHOS CIVILES —

Sección de Derechos de Inmigrantes y Empleados  
Departamento de Justicia de los EE. UU., División de Derechos Civiles

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