



**MAIL TO:**

**R & K DISTRIBUTORS, INC.**  
P.O. Box 3244  
Longview, TX 75606

**OR DROP OFF:**

**R & K DISTRIBUTORS INC.**  
1302 E. Whaley St. 6821 North Street  
Longview, Texas 75601 Nacogdoches, Texas 75965  
(903) 758-4494 (903) 569-8243

**APPLICATIONS:** Applications will not be accepted unless completed in full. If a position is available at the time your application is received, the information will be passed on to the manager of that department. That manager will get in touch with you if they would like to set up an interview or ask further questions. If position is not available, the application is kept on file.

As a condition of employment, you may be required to provide verification of educational diploma(s) that are listed on the application. You will be required to provide proof of citizenship or the required state or federal permits to allow you to work in the state of Texas.

**EQUAL OPPORTUNITY EMPLOYER:** All aspects of employment with R & K Distributors, Inc., is governed on the basis of merit, competence, and qualifications and is not influenced by race, color, religion, sex, age, national origin, handicap, marital or veteran status.

# APPLICATION FOR EMPLOYMENT

SAVE APPLICATION TO YOUR COMPUTER TO EDIT OR PRINT

Positions(s) Applied For:	Referral Source:			
	Advertisement	Relative	Government Employee Agency	Private Employment Agency
	Employee	Walk In	Other (Name Source)	

Applicant Name (Last, First, Middle):	Social Security Number:
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Address:	Apt:	Primary Phone (Area Code):	Secondary Phone (Area Code):
City:	State:	Zip:	
Email Address:	May we contact you at work?		Work Phone (Area Code):
	YES	NO	—
	AM	PM	
	If necessary, best time to call you at home:		AM PM

Have you submitted an application here before? <small>If yes, give date(s) and position(s)</small>	YES	NO	Are you legally eligible for employment in the country?	YES	NO
Have you ever been employed here before? <small>If yes, give date(s)</small>	YES	NO	Have you ever been bonded?	YES	NO
			Have you ever pled guilty   no contest to   been convicted of a crime? <small>If yes, please provide date(s) and details</small>	YES	NO

Date available for work:	What is your desired salary range?	ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.
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Type of employment desired:	Driver's license number if driving is an essential job function	State
Full-Time    Part-Time    Educational Co-Op		
Seasonal    Temporary		

Will you relocate if job requires it?	YES	NO
Will you travel if job requires it?	YES	NO
Are you able to meet the attendance requirements of the position?	YES	NO
Will you work overtime if required? <small>If no, please explain</small>	YES	NO



**SKILLS AND QUALIFICATIONS:** Summarize any special training, skill, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

**EDUCATIONAL BACKGROUND:** List last three (3) schools attended, starting with most recent, number of years completed, degree or diploma earned, if any. Grade Point Average or Class Rank, Major field of study and Minor field for study (if applicable).

School:	Number of Years Completed	Degree Diploma	GPA Class Rank	Major	Minor

**REFERENCES:** List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Names:	Primary Phone (Area Code):	Number or Years Known
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	—	
	—	

**LIST PROFESSIONAL TRADE:** List professional, trade, business or civic associations and any office held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization:	Office Held:

**LIST SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS, ETC.:** Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

**LIST ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER:**

## AFFIRMATIVE ACTION VOLUNTARY INFORMATION

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record-keeping, reporting, and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is NOT a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Positions(s) Applied For:	Referral Source:	Advertisement	Relative	Government Employee Agency	Private Employment Agency
		Employee	Walk In	Other (Name Source)	

Applicant Name (Last, First, Middle):	MALE	FEMALE	Primary Phone (Area Code):
			—

Address:	Apt:	Email Address:									
City:	State:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">Identification Group:</td> <td style="width: 35%; vertical-align: top;">White (not of Hispanic origin)</td> <td style="width: 35%; vertical-align: top;">Black (not of Hispanic origin)</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Hispanic</td> <td style="vertical-align: top;">American Indian/Alaskan Native</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">Asian/Pacific Islander</td> </tr> </table>	Identification Group:	White (not of Hispanic origin)	Black (not of Hispanic origin)		Hispanic	American Indian/Alaskan Native			Asian/Pacific Islander
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	Hispanic	American Indian/Alaskan Native									
		Asian/Pacific Islander									
	Zip:										

### FOR ADMINISTRATION USE ONLY

Positions(s) Applied For:    Available    Not Available  Other positions considered for:  Hired:    YES    NO    Date Of Hire:  Position Hired For:	From the EEO job classification listed below, which one best describes position filled?  <table style="width: 100%;"> <tr> <td style="width: 33%;">Officials and Managers</td> <td style="width: 33%;">Sale Workers</td> <td style="width: 33%;">Professional</td> </tr> <tr> <td>Office Clerical Workers</td> <td>Laborers (unskilled)</td> <td>Operatives (semi-skilled)</td> </tr> <tr> <td>Craft Workers (skilled)</td> <td>Service Workers</td> <td>Technicians</td> </tr> </table>	Officials and Managers	Sale Workers	Professional	Office Clerical Workers	Laborers (unskilled)	Operatives (semi-skilled)	Craft Workers (skilled)	Service Workers	Technicians
Officials and Managers	Sale Workers	Professional								
Office Clerical Workers	Laborers (unskilled)	Operatives (semi-skilled)								
Craft Workers (skilled)	Service Workers	Technicians								

Notes:

Completed By:	Date:
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**Background Screening Disclosure**

\_\_\_\_\_ (the "Company") may request a comprehensive review of your background information from a consumer reporting agency in connection with your employment application and for employment purposes, including promotion, reassignment, or retention as an employee. Your background information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the Company, throughout your employment. Corra, 201 Continental Boulevard, Suite 107, El Segundo, CA 90245, 1-310-524-9800, and its designated agents and representatives or another consumer reporting agency will prepare or assemble the reports. The scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: consumer credit, names and dates of previous/current employment, worker's compensation claims, criminal history records (from local, state, federal, international and other law enforcement agencies' records), sexual offender's lists, wants and warrants records, motor vehicle records, military records, educational verification, license verification, civil cases, OIG/GSA, OFAC/patriot act, any sanction lists, finger printing and drug testing. These reports may include information as to your general reputation, character, personal characteristics, mode of living, work habits, job performance and experience along with reasons for termination of past employment from previous employers. You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

**Authorization and Release**

I, \_\_\_\_\_ authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, institution, school or university, law enforcement or public agency may have. I authorize the full release of the information described above, without any reservation, throughout any duration of my employment at the Company. I certify that all information provided below is true and accurate to the best of my knowledge. This authorization and consent shall be valid in original, facsimile ("fax"), or copy form. I understand that Corra's privacy practices can be found at <http://www.corragroup.com/privacy-policy.html>.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose. PLEASE PRINT LEGIBLY:

\_\_\_\_\_  
Print Full Name (First Middle Last)

\_\_\_\_\_  
Maiden/AKA/Previous Name(s)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number (SSN)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth (MM/DD/YYYY) (This will not affect hiring decision)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP/Postal Code

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

[Corra Group Background Checks](#) • 201 Continental Blvd, Ste 107, El Segundo, CA 90245-4598  
TEL (310) 524-9800 • FAX (310) 774-3970 • [www.corragroup.com](http://www.corragroup.com)

## 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 1-888-5-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.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:	CONTACT:
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 associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
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	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help 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 Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the 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, S.W., 8th Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Lank 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



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**APPLICATION STATEMENT:** I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT:** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:

Date: