

DAVID S. BROWN ENTERPRISES, LTD.

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY – IF ADDITIONAL SPACE IS NEEDED TO RESPOND TO ANY QUESTION, PLEASE USE THE BACK OF THE PAGE)

David S. Brown Enterprises, Ltd. (the “Company”) is an Equal Opportunity Employer.

NAME _____
Last Name First Name Middle Name

SOCIAL SECURITY NUMBER _____

ADDRESS _____
Number and Street City, State, Zip

TELEPHONE NUMBER: Day _____ Evening _____
(with area code)

Position applied for: _____ Date Available: _____ Pay Expected: \$ _____

Are you at least 18 years old? Yes _____ No _____ If not, do you have a valid work permit? Yes ___ No ___

Are you legally authorized to work for this Company in the U.S.? Yes _____ No _____
If hired, it will be necessary for you to promptly submit documentation of your identity and right to work for this Company [organization] in the U.S.

Have you previously applied for employment with this Company? _____ If so, list dates: _____

If so, were you ever offered a position? _____ Did you ever work for this company? Yes _____ No _____

If so, when? List all dates: _____

Do you want to work Full-time _____, Part-time _____, or Casual _____.

Do you want a Regular position _____ or a Temporary position _____, (if temporary list applicable dates)

Are you on layoff status and eligible for recall with any former employer? Yes _____ No _____

If yes, explain: _____

List your days and hours of availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Do you have reliable means of transportation to get to work? Yes _____ No _____

Do you have any responsibilities which may interfere with your ability to arrive at work on time and remain at work throughout each regularly scheduled workday? Yes _____ No _____

If yes, explain: _____

Are you willing to work overtime as may be required? Yes _____ No _____

If no, explain: _____

If the position for which you are applying requires you to drive a vehicle, do you have a valid drivers license for the applicable type of vehicle? Yes _____ No _____ Not Applicable _____

Please explain any suspension or revocation of your license or "points" assessed against your license.

Are you a veteran of U.S. military service? Yes _____ No _____

If yes, note your final rank and describe your duties: _____

For purposes of obtaining information regarding your employment, education, and background, please list all different names by which you have been known.

EDUCATION	NAME AND LOCATION OF SCHOOL	CIRLCE LAST YEAR COMPLETED	DID YOU GRADUATE?	MAJOR AND DEGREE RECEIVED
HIGH SCHOOL		9 10 11 12		
COLLEGE		1 2 3 4		
TRADE/BUSINESS SCHOOL		1 2 3 4		

List 3 Professional References

Name	Years Known	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you subject to any non-competition agreement or other restrictive covenant from any former or current employer or other person or company? Yes _____ No _____

If yes, attach a copy of all applicable documents

WORK EXPERIENCE: List the jobs you have held, starting with your present (or most recent) job.

1.

NAME OF PRESENT OR LAST EMPLOYER		TYPE OF BUSINESS	ADDRESS	
TELEPHONE	STARTING DATE	TERMINATION DATE	STARTING PAY	FINAL PAY
JOB TITLE (PRESENT OR LAST)		NAME OF PRESENT OR LAST SUPERVISOR	SUPERVISOR'S JOB TITLE	
DESCRIPTION OF WORK AND RESPONSIBILITIES			REASON FOR LEAVING	

May we contact your present employer? Yes No If no, explain.

2.

NAME OF NEXT PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	
TELEPHONE	STARTING DATE	TERMINATION DATE	STARTING PAY	FINAL PAY
JOB TITLE (LAST)		NAME OF LAST SUPERVISOR	SUPERVISOR'S JOB TITLE	
DESCRIPTION OF WORK AND RESPONSIBILITIES			REASON FOR LEAVING	

3.

NAME OF NEXT PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	
TELEPHONE	STARTING DATE	TERMINATION DATE	STARTING PAY	FINAL PAY
JOB TITLE (LAST)		NAME OF LAST SUPERVISOR	SUPERVISOR'S JOB TITLE	
DESCRIPTION OF WORK AND RESPONSIBILITIES			REASON FOR LEAVING	

4.

NAME OF NEXT PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	
TELEPHONE	STARTING DATE	TERMINATION DATE	STARTING PAY	FINAL PAY
JOB TITLE (LAST)		NAME OF LAST SUPERVISOR	SUPERVISOR'S JOB TITLE	
DESCRIPTION OF WORK AND RESPONSIBILITIES			REASON FOR LEAVING	

5.

NAME OF NEXT PREVIOUS EMPLOYER		TYPE OF BUSINESS	ADDRESS	
TELEPHONE	STARTING DATE	TERMINATION DATE	STARTING PAY	FINAL PAY
JOB TITLE (LAST)		NAME OF LAST SUPERVISOR	SUPERVISOR'S JOB TITLE	
DESCRIPTION OF WORK AND RESPONSIBILITIES			REASON FOR LEAVING	

► To provide information regarding additional prior jobs, please check here _____ and use the back of Page 4.

Have you ever been discharged or asked to resign from a position or have you ever entered into an agreement related directly or indirectly to the termination of your employment? Yes _____ No _____

If yes, explain: _____

Have you ever been demoted from any position? Yes _____ No _____

If yes, explain: _____

Please provide a detailed explanation of any disciplinary actions taken against you.

Have you ever been denied security or access authorization? Yes _____ No _____

If yes, explain: _____

Have you ever been denied a bond? Yes _____ No _____

If yes, explain: _____

Please note any special skills, experience or other information which relate to your qualifications for the job you are applying for.

APPLICANT'S STATEMENT

I understand David S Brown Enterprises, Ltd. (the "Company") will use the information contained in this Application in making its decision whether to offer me employment.

I certify that the facts contained in this Application are true and complete to the best of my knowledge and I have not withheld any fact or circumstance which could, if disclosed, affect consideration of my application. I understand that any false or misleading statement or any material omission in this Application or otherwise in connection with the application process will be grounds for rejection of my application or (if I have been hired) for my immediate dismissal.

I authorize investigation of all statements contained in this Application, information concerning my previous employment, and any other information, personal or otherwise. I release and indemnify anyone providing information and opinions regarding me from liability for any damage that may result from furnishing information and opinions to David S Brown Enterprises, Ltd. or its employees or agents. I release and indemnify the Company (and its employees and agents) against any liability that may result from making such an investigation.

I agree to take drug/alcohol tests as required by the company, as condition of hire and during employment in accordance with company policy.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the Company retains a similar right. I confirm that no promise regarding employment has been made to me and I understand that no such promise or commitment will be binding upon the Company unless it is made in writing and signed by the President of the Company.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant

Date

Drivers License # (Only applicable if driving a DSB vehicle)

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

Signature of Applicant

Date

*This Application will be considered active for thirty (30) days.
If you wish to be considered for employment after that time, you must reapply.*

Property Owners Exchange, Inc.

Baltimore National Pike, Suite 208, Baltimore, Maryland 21228

www.poeknows.com

Maryland Job Applicant Fairness Act Disclosure & Authorization

In accordance with the Maryland Job Applicant Fairness Act, this Disclosure is to notify you that, we may request and use your consumer credit report or credit history, at some time during our prospective employee screening process, We are permitted to request or use an applicant's or employee's credit report or credit history if we have a bona fide, substantially job-related reason for doing so. If we do have such reason, we may use the consumer credit report in evaluating your application as part of our employee selection criteria.

If you are applying for, or currently have, a position which fits within any of the following descriptions, we have a bona fide, substantially job-related purpose, which is hereby disclosed, for requesting or using your consumer credit report or credit history:

**a position that is managerial sets the direction and control of our business, or a department, division, unit or agency of our business;

**a position that has access to personal information of customer, employee or this employer. Personal information includes an individual's first name or first initial and last name in combination with a social security number, driver's license number, financial account number, individual taxpayer identification number.

(Personal information does not include personal information customarily provided in a transaction);

**a position that involves a fiduciary responsibility to this employer such as authority to issue payments collect debts, transfer money or enter into contracts;

**a position with an expense account or a corporate debit or credit card;

**a position that has access to information such as formulas, programs, methods, techniques or processes derive independent economic value, whether actual or potential that this employer maintains, confidentiality on; or

*a position that has access to this employer's confidential business information.

Alternatively, we can request or use a credit report or credit history once we have made you an offer of employment, so long as we do not use that information to deny you a job, fire you, or determine your pay or the terms, conditions or privileges of your employment.

I HAVE READ THIS MARYLAND JOB APPLICANT FAIRNESS ACT DISCLOSURE & AUTHORIZATION, AND GIVE MY PERMISSION OBTAIN A COPY OF MY CREDIT REPORT OR CREDIT HISTORY.

Date _____ Signed _____

EMPLOYMENT CONSUMER REPORT ACKNOWLEDGMENT

Organization Name: David S. Brown Enterprises, LTD

I hereby acknowledge and affirm that my responses on my employment application are true and correct and that have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

I understand that a record of conviction and/or pending criminal charge is not an absolute bar to employment. Such information will be requested and considered, as permitted by law.

I release all concerned from liability in connection with any information they give.

I acknowledge that any misrepresentation made in this application by me will be sufficient cause for cancellation of the application and/or for separation from the company's service, if the company employs me.

I acknowledge that the scope of this Disclosure and Authorization is not limited to (the present and, if I am hired, will continue and allow the Company to conduct future background screenings for retention, promotion or reassignment, as permitted by law.

I understand the consumer report for employment purposes and/or or investigative consumer for employment purposes will be provided on me by Property Owners' Exchange, Inc. (POE), a consumer reporting agency (CRA).

I acknowledge that if I have questions regarding the report prepared on me by POE, or for information on viewing the report prepared on me, or for information on obtaining a copy of the report prepared on me, at no cost, I may contact us follows:

Attn: Damian Levin, Vice president
Properly Owners' Exchange, Inc,
6630 Baltimore National Pike, suite 208
Baltimore, Maryland 21228
Telephone: 1-800-869-3200
Facsimile: 1-800-869-7675
www.poeknows.com
damian@poeknows.com

EMPLOYMENT CONSUMER REPORT DISCLOSURE

Organization Name: David S. Brown Enterprises, LTD

This Disclosure is to advise you that, in connection with your application for employment, we may obtain a consumer report and/or investigative consumer report, as defined by the Fair credit Reporting Act (U.S.C. 1681).

Property Owners' Exchange, Inc. (POE), a consumer reporting agency, which may play part in our decision or may make recommendations to us regarding our decision, will provide these reports.

The report provided to us by may include consumer reports from national consumer reporting agencies. Those national consumer agencies are not involved in our decision making and arc unable to explain or provide information regarding our decision.

The investigative consumer report provided by POE may include, but may not necessarily be limited to, the following;

- *consumer credit report
- *interview with the applicant
- *civil and criminal public records
- *verification of employment and/or residence
- *interview with associates & references
- *criminal history records investigation

A record of criminal conviction and/or pending criminal charge may not be a bar to leasing. Such information will be requested and considered, as permitted by law.

By signing this Disclosure, you acknowledge and certify that you have read and signed the Employment Consumer Authorization, that you have read and signed this Employment Consumer Report Disclosure and that you have received and read the federal notice of consumer lights entitled, A Summary of Your Rights under The Fair Credit Reporting Act.

You have the right, under Section 606(B) of the federal Fair Credit Reporting Act, to make a written request within a reasonable time for a complete and accurate disclosure of the nature and scope of the investigative consumer report.

Signature_____

Full Legal Name (Please Print)_____

Date_____

EMPLOYMENT CONSUMER REPORT AUTHORIZATION

Organization Name: David S. Brown Enterprises, LTD

In connection with my application for employment with you, the above listed Organization (hereinafter "Organization"), you have advised me that you may obtain a consumer report for employment purposes and/or an investigative consumer report for employment purposes, as defined by the Fair Credit Reporting Act (15 U.S.C. S 1681), and I authorize you to do so.

I authorize these reports to include, but not necessarily be limited to, civil public records history, criminal history, social security number validation and/or verification, verification of education, verification of employment, motor vehicle administration driving records and consumer credit history, in accordance with applicable law,

I authorize these reports to include personal interviews with sources such as my neighbors, friends, personal references, professional references, associates and me.

I authorize your consumer reporting agency, Property Owners' Exchange Inc. (POE), to verify any and all information contained in my application and to inquire into my character, general reputation, personal characteristics and mode of living, whichever are applicable.

Signature_____

Full Legal Name (please print)_____

Date_____

EMPLOYMENT CONSUMER REPORT STATE DISCLOSURES

Organization Name: David S. Brown Enterprises, LTD

ADDITIONAL STATE LAW DISCLOSURES

If you are a Maryland applicant, employee or contractor, please also note:

MARYLAND Consumer credit report credit history information may be requested for bona fide purposes that are substantially job-related. Such positions for which bona fide purposes exist that are substantially job-related are: managerial positions; positions that involve access to others' personal information (except for personal information customarily provided in a retail transactions); positions that involve fiduciary responsibility to the employer, including authority to issue payments, collect debts, transfer money, or enter into contracts; positions that will be provided an expense or corporate credit card; and positions with access to trade secret or other confidential business information.

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 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 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 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is

designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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>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>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580</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 P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 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 the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

POE EMPLOYMENT INVESTIGATION REQUEST FORM

Client: **David S. Brown Enterprises, LTD**

Requested By: _____ Date of Request: _____

To POE: On the following individual, please conduct a criminal history records investigation, including the Person Search – Trade House Data, the InstaCriminal National Search and the available statewide or county criminal records investigation.

Also, automatically match the name and identifiers against those persons listed as registered sex offenders and match the name and identifiers against those persons listed on the wants/warrants/fugitive & terrorist lists.

We certify that we have a legally permissible and legitimate business need for this information and that the below named individual has placed with us an application for employment. I further certify that my office has secured this applicant's signature authorizing POE to conduct this investigation.

LAST NAME: _____ MAIDEN/SUFFIX: _____

FIRST NAME: _____ MIDDLE NAME: _____

DATE OF BIRTH: _____ SOC SEC #: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: () -

EMAIL ADDRESS: _____

DRIVER'S LICENSE INFORMATION

DRIVER'S LICENSE ID#: _____ STATE: _____

EXPIRATION (mm/dd/yyyy): _____ / _____ / _____

*****PLEASE DO NOT WRITE BELOW THIS LINE*****

CONTACT HISTORY: _____

CHRI DATA RETRIEVED BY: _____ on: _____

No record Hayes finalized by _____ the following: **over**

Last name checked as _____ First name checked as _____

Checked all first names starting with _____