

**PERSONAL (please print clearly):**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
Last First MI

ADDRESS \_\_\_\_\_  
Number & Street Apt. # City State Zip  
 List the address at which you resided during the 3 years preceding the date of this application: Check box if addresses are continued on back

PREVIOUS ADDRESS \_\_\_\_\_  
Number & Street Apt. # City State Zip

PHONE NO. \_\_\_\_\_ ALTERNATE PHONE NO. \_\_\_\_\_

BEST TIME(S) TO CALL \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ARE YOU OVER 18 YEARS OF AGE? \_\_\_ YES \_\_\_ NO DATE OF BIRTH \_\_\_\_\_

Your **MINIMUM** salary requirements are (check one): \_\_\_ Negotiable **OR** \$ \_\_\_\_\_ per Hour/Month/Year (circle one)

Do you want to work on a: \_\_\_ Full-Time Regular Basis \_\_\_ Part-Time Regular Basis (specify days & hours) \_\_\_\_\_  
 \_\_\_ Temporary Basis (specify days & hours) \_\_\_\_\_ (specify type of temporary work) \_\_\_\_\_

Date available for work: \_\_\_\_\_ How did you learn about our job opportunities: \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_ Yes \_\_\_ No If NO, will you now or in the future, require sponsorship for employment visa status (e.g. H-1B, TN or other Visa Status)? \_\_\_ Yes \_\_\_ No

Company Policy states that relatives shall not be employed where a supervisory relationship would occur. Please list any relatives working here & their relationship to you. \_\_\_\_\_

Have you ever been convicted of, or pled guilty to, a crime? \_\_\_ Yes \_\_\_ No Have you ever been placed on probation or been granted deferred adjudication or deferral of proceedings for a crime? \_\_\_ Yes \_\_\_ No Are you presently charged with any violation of the law? \_\_\_ Yes \_\_\_ No  
 If you answered yes to any of the above questions, please attach explanation. (Note: The disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

**EDUCATION:** Circle last school year completed in each category: Grade School High School College  
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6

NAME AND ADDRESS OF INSTITUTION	Course of Major Subject (Degree, if any)	Dates Attended		Years Credit	Did You Graduate?
		From	To		
High School or G.E.D.	_____				
Trade School or Other	_____				
College(s) and/or Graduate School(s)	_____				
	_____				



**EMPLOYMENT RECORD:** Beginning with your current, or most recent position, list in reverse chronological order all jobs in your work history, or those jobs held within the last 10 years, including temporary jobs. **Please include any specific experience that demonstrates how you meet the minimum requirements for the position(s) for which you are applying.** If you were employed under a different name, give name used. If necessary, attach additional pages.

Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No            Yes							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							

Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No            Yes							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							

Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No            Yes <input type="checkbox"/>							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							



Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No <input type="checkbox"/> Yes							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							

Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No <input type="checkbox"/> Yes							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							

Dates Employed		EMPLOYER		SUPERVISOR		SALARY	
From	To	Name Address	Phone	Name Title	Start	End	
Your title _____		Describe your duties _____					
All reasons for leaving:							
Were you subject to the FMCSR while employed by this employer?    No    Yes							
Was the job designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40? <input type="checkbox"/> No <input type="checkbox"/> Yes							



**SKILLS AND ABILITIES**

Please check all of the following that apply:

Valid Driver's License?  No  Yes If Yes, from what state? \_\_\_\_\_

Valid Commercial License?  No  Yes If Yes, from what State? \_\_\_\_\_

Please indicate any other skills and abilities you possess, including licensed or certified membership in a profession or trade (indicate the type of license or certification, and the issuing state). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is our procedure to check all references. If you do not wish to have your current employer/supervisor contacted, please check the box below.

It is **OK** to contact current employer/supervisor:

It is **NOT OK** to contact current employer/supervisor:

Comments: \_\_\_\_\_

Have you ever applied here before? \_\_\_\_\_ If yes, give dates and positions sought.

\_\_\_\_\_

Have you ever been employed here? \_\_\_\_\_ If yes, give position, department, supervisor and dates.

\_\_\_\_\_

Have you ever been discharged, fired, or asked to resign from any position? \_\_\_\_\_ If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_



**Experience and Qualification:**

List every driver's license you have held within the last 3 years including the state.

Drivers Licenses	State	License Number	Type	Expiration Date

**Driving Experiences:**

Class of Equipment	Type of Equipment (van, tank, flat, etc)	Dates		Approx. No. of Miles (Total)
		From	To	
Straight Truck				
Tractor and Semi-Trailer				
Tractor-Two Trailers				
Other				

**Traffic Convictions and Forfeitures** for the past three years

Location	Date	Charge	Penalty

**Accident Record** for the past five years

Date	Nature of Accident (head on, rear end, etc.)	Fatalities/Injuries/Property Damage

Have you had any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued to you?

No      Yes    If yes, explain \_\_\_\_\_



### CERTIFICATE OF VIOLATIONS

I certify that the following is a true and complete list of traffic violations (other than parking tickets) for which I have been convicted or forfeited bond or collateral, during the past 5 years.

Date	Offense	Location	Type of Vehicle Operated

**If no violations are listed above,** I certify that I have not been convicted or forfeited bond or collateral on account of any violations required to be listed according to Section 391.27 of the Federal Motor Carrier Safety Regulations during the past 5 years.

Driver's Printed Name	Driver's Signature	Date
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## Past Employment Verification

*This section to be filled out by the driver.*

**Please fill out a separate form for each employer for the past three years.**

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Employee's Name \_\_\_\_\_ SSN \_\_\_\_\_

Position or Job Held \_\_\_\_\_ Employed Dates \_\_\_\_\_ to \_\_\_\_\_

I hereby authorize all previous employers to release records of my employment, including assessment of my job performance, commercial driving, accidents, general work ability/fitness and drug & alcohol history to Poet Ethanol Products. I hereby release this company from any and all liability as a result of providing the requested information to Poet Ethanol Products.

I also understand that I have the following rights regarding the investigative information that will be provided to Poet Ethanol Products: 1) the right to review information provided by previous employers; 2) the right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected to Poet Ethanol Products; 3) the right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and I cannot agree on the accuracy of the information.

In order to review previous employer-provided investigative information I must submit a written request to Poet Ethanol Products, which may be done at any time, including when applying, or as late as 30 days after being employed or being notified of denial of employment. Poet Ethanol Products will provide this information to me within five business days of receiving my written request. If Poet Ethanol Products has not yet received the requested information from the previous employer(s), then the five-business days deadline will begin when Poet Ethanol Products receives the requested safety performance history information. If I have not arranged to pick up or receive the requested records within thirty (30) days of Poet Ethanol Products making them available, Poet Ethanol Products may consider me to have waived my request to review the records.

I also understand that misrepresentation or omission of facts may result in my rejection or dismissal.

Applicants Signature/Date

Witness's Signature/Date

\_\_\_\_\_

\_\_\_\_\_

Please provide the following information:

1) Are the dates stated above correct? \_\_\_ Yes \_\_\_ No

If not, please state correct dates:

2) What kind(s) of work did he/she do?

3) What kind(s) of equipment did he/she operate?

4) Did he/she work well on his/her own? \_\_\_ Yes \_\_\_ No

5) Did he/she work well with others? \_\_\_ Yes \_\_\_ No

6) Did he/she receive any traffic citation while employed by you? \_\_\_ Yes \_\_\_ No

7) Did he/she take good care of the equipment? \_\_\_ Yes \_\_\_ No

8) Did this employee have any alcohol or drug problems while in your employ? \_\_\_ Yes \_\_\_ No

9) Is this employee eligible for re-employment? \_\_\_ Yes \_\_\_ No

10) Reason for leaving your employment?



- 11) Did he/she, within the previous three years, violate the alcohol and controlled substances prohibitions under 49 CFR, part 382 or part 40?  Yes  No
- a) Did he/she fail to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP)  Yes  No
- b) If he/she did successfully complete an SAP's rehabilitation referral, and remained in your employ, please provide information on whether the driver had the following testing violations following the rehabilitation referral:
- i) Alcohol tests with a result of 0.04 or higher alcohol concentration  Yes  No
- ii) Verified positive drug tests  Yes  No
- iii) Refusals to be tested (including verified adulterated or substituted drug test results).  Yes  No

Explanations:

Please provide the following information for any accidents that the above mentioned driver has been involved in the preceding three years (attach separate sheet if necessary).

Date	Description of Accident	
City/State	Type of CMV Operated	Property Damage \$
# of Injuries	# of Fatalities	Hazardous Materials Released?

Date	Description of Accident	
City/State	Type of CMV Operated	Property Damage \$
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Date	Description of Accident	
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REMARKS:

Information provided by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_



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Previous Employer \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Employee's Name \_\_\_\_\_ SSN \_\_\_\_\_

Position or Job Held \_\_\_\_\_ Employed Dates \_\_\_\_\_ to \_\_\_\_\_

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Applicants Signature/Date

Witness's Signature/Date

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Please provide the following information:

- 1) Are the dates stated above correct? \_\_\_ Yes \_\_\_ No      If not, please state correct dates:
- 2) What kind(s) of work did he/she do?
- 3) What kind(s) of equipment did he/she operate?
- 4) Did he/she work well on his/her own?      \_\_\_ Yes \_\_\_ No
- 5) Did he/she work well with others?      \_\_\_ Yes \_\_\_ No
- 6) Did he/she receive any traffic citation while employed by you?      \_\_\_ Yes \_\_\_ No
- 7) Did he/she take good care of the equipment?      \_\_\_ Yes \_\_\_ No
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Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Employee's Name \_\_\_\_\_ SSN \_\_\_\_\_

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Witness's Signature/Date

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- 3) What kind(s) of equipment did he/she operate?
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- 5) Did he/she work well with others?      \_\_\_ Yes \_\_\_ No
- 6) Did he/she receive any traffic citation while employed by you?      \_\_\_ Yes \_\_\_ No
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Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Employee's Name \_\_\_\_\_ SSN \_\_\_\_\_

Position or Job Held \_\_\_\_\_ Employed Dates \_\_\_\_\_ to \_\_\_\_\_

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- 4) Did he/she work well on his/her own?      \_\_\_ Yes \_\_\_ No
- 5) Did he/she work well with others?      \_\_\_ Yes \_\_\_ No
- 6) Did he/she receive any traffic citation while employed by you?      \_\_\_ Yes \_\_\_ No
- 7) Did he/she take good care of the equipment?      \_\_\_ Yes \_\_\_ No
- 8) Did this employee have any alcohol or drug problems while in your employ?      \_\_\_ Yes \_\_\_ No
- 9) Is this employee eligible for re-employment?      \_\_\_ Yes \_\_\_ No
- 10) Reason for leaving your employment?



In accordance with applicable federal and state laws, Poet Ethanol Products does not discriminate on the basis of age, race, religion, gender, sexual orientation, disability, national or ethnic origin, or veteran status. I understand that official job offers from Poet Ethanol Products are made by the Hiring Supervisor and, unless Human Resources indicate a different procedure, offers made by anyone else should be considered unofficial and invalid.

I hereby certify that the information contained in this application is true and complete. I understand that, if employed all false statements or omissions on this application, curriculum vita, resume, or any accompanying materials are grounds for immediate dismissal. I acknowledge that I may be required to undergo a post offer drug examination prior to employment. I also understand that Poet Ethanol Products reserves the right to terminate my employment at any time with cause or without cause, and that no one at Poet Ethanol Products has any authority to make any representation or agreement to the contrary.

In signing this employment application, I hereby authorize Poet Ethanol Products to conduct an investigation of my personal history for purposes of determining my qualifications and suitability for employment including obtaining investigative consumer reports. I hereby authorize my previous employers and any person I have named as a reference to give Poet Ethanol Products any information concerning my professional competence, ethics, character, and other qualifications for employment.

I release Poet Ethanol Products (and anyone providing information to Poet Ethanol Products) from any and all liability arising from the company's verification of my prior employment history, criminal record, educational record, references, and any other information.

I understand that, in considering my application, the personnel file relating to my employment will be reviewed. If I become a finalist for the position, my current supervisor will be contacted, but only after informing me of the intent to do so.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

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

Printed Name \_\_\_\_\_





## AFFIRMATIVE ACTION APPLICANT DATA

Poet Ethanol Products is an Equal Opportunity/Affirmative Action Employer and is committed to affirmative action and equal opportunity in education and employment. Poet Ethanol Products does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status. This form aids us in reporting accurately the applicant data required for compliance with affirmative action regulations. **Submission of this information is voluntary.**

To be completed by the Applicant:

**NAME:** \_\_\_\_\_  
Last First Middle

**SEX:**         Male  
                  Female

**RACE:**  White (Not of Hispanic Origin)  
              Black (Not of Hispanic Origin)  
              Hispanic  
              Asian or Pacific Islander  
              American Indian or Alaskan Native

**POSITION(S) APPLIED FOR:**

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
JOB TITLE

*Thank you for your interest in Poet Ethanol Products and for taking the time to complete this form.  
Affirmative Action Office, Poet Ethanol Products, 3939 N. Webb Rd., Wichita, KS 67226*



## AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I, \_\_\_\_\_, the undersigned, authorize Poet Ethanol Products, or its authorized representatives or employees bearing this release or a copy thereof, to obtain any information in your files pertaining to my juvenile or adult criminal justice record, employment history, medical or psychiatric/psychological background, credit records, military service and/or education records, including, but not limited to, my academic achievement, attendance, personal history, and disciplinary records. I direct you to release such information upon request of the bearer. This release is for the official use of Poet Ethanol Products.

I release you, as the custodian of such records, and any governmental agency, educational institution, hospital or other repository of juvenile or adult criminal records, military records, psychiatric/psychological records, credit bureau, lending institution, consumer reporting agency, or retail business establishment, including officers, employees, or related personnel (both individually and collectively) from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with, or attempt to comply with, this authorization and related requests to release information.

The information obtained by Poet Ethanol Products may be used for the purpose of evaluating applicants for the employment in a security sensitive position.

I also understand and acknowledge that this authorization becomes effective on the date signed and continues to be in effect for six months following the date of my signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE BELOW DISCLOSURE AND AUTHORIZATION LANGUAGE IS FOR MANDATORY USE BY ALL ACCOUNT HOLDERS**

**IMPORTANT DISCLOSURE  
REGARDING BACKGROUND REPORTS FROM THE PSP Online Service**

In connection with your application for employment with \_\_\_\_\_ (“Prospective Employer”), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

**AUTHORIZATION**

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize \_\_\_\_\_ (“Prospective Employer”) to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear

on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report. I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (Please Print)

NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant's consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.

*LAST UPDATED 12/22/2015*