

Education / Training

Elementary School: _____ Years Completed: _____

High School: _____ Years Completed: _____

Diploma or Equivalent: _____

College: _____ Degree: _____

Majors / Minors: _____

Other (specify): _____

Indicate any foreign languages you can speak, read and/or write				
		Fluent	Good	Fair
Speak				
Read				
Write				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

List Professional, Trade, Business or Civic activities and offices held. <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other professional status:</i>

Employment Experience

Start with your present or last job. Include any job-related military service assignments or volunteer activities. (You may exclude organizations which indicate gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone:		Hourly Rate/Salary		
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone:		Hourly Rate/Salary		
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone:		Hourly Rate/Salary		
Job Title:	Supervisor:			
Reason for Leaving:				

References

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed (45) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by (his/her) designee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Applicant's Signature

Date

CITY OF GREENWOOD
Applicant's Waiver of Liability and Release Form

Please read carefully before signing:

In order to permit the City of Greenwood to make a thorough investigation of my Background, Health, Family, Personal Habits, Reputation and any additional information for the purpose of determining my fitness and suitability for employment with the City of Greenwood, I, _____, hereby release from any liability and promise to hold harmless from any liability under any and all possible causes a legal action in any and all those who shall furnish any information or opinions regarding my background, health, family, personal habits or reputation.

The undersigned hereby authorizes any person or legal entity who may be contacted by the City of Greenwood officers, agents, or employees to release and transmit to such officers, agents, or employees, any information, data, or opinions they may have.

The undersigned further agrees to hold harmless and release from liability under any and all possible causes of legal action, the City of Greenwood, its officers, agents, and employees, for any statements, acts, or omissions in the course of its investigation into my background, health, family, personal habits, reputation and any additional information given.

I further realize that it is necessary for the City of Greenwood to thoroughly investigate all aspects of my personal background and qualifications and by applying for employment with the City Greenwood I expressively waive all of my legal rights and causes of action to the extent that the City of Greenwood investigation (for purposes of evaluating my suitability for application of employment) may violate or information upon the aforementioned legal rights and causes of action of mine.

This release from liability given by me to this City of Greenwood its officers, employees, agents, and all others are heretofore provided shall apply to any right of action that might occur to myself, my heirs, and my personal representatives.

MEDICAL TESTS AND DRUG SCREENS

I understand and agree that I may be required to take one or more physical examinations, including a drug screen, as a condition of employment after I have been made a conditional offer of employment. I agree and consent to take such examinations at such times as directed by the City, and I release the City its officials, officer's employers, and agents from any claim arising in connection with such examination or their use.

Signature of Applicant

Date

Print Name

Social Security Number

Driver's License Number
(Please Submit a Copy of Your Driver's License)

FCRA NOTICE AND ACKNOWLEDGMENT
[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

The City of Greenwood 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 many 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 be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. 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 for employment is an investigation into your education and/or employment history conducted by the City of Greenwood or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, 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. Use of date of birth is for identification purposes only. The Company is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE 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” at any time after receipt of this authorization and, if I am hired, throughout my employment. 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 the City of Greenwood or another outside organization acting on behalf of the City of Greenwood, and/or the City of Greenwood itself. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

BACKGROUND INFORMATION
(PLEASE PRINT)

Last Name _____ First Name _____ MI _____

Other Names/Alias _____

Address _____

City/State/Zip: _____

Telephone(Primary) _____

Social Security Number: _____ Date of Birth: _____

EEOC Notice N-915.043 II states “a pre-employment inquiry on the part of the employer for information such as date of birth or state age on an application form is not, in itself a violation of the age discrimination in employment act (ADEA). The ADEA of 1967 prohibits discrimination in employment on the base of age.

Driver’s License Number: _____ State: _____

Driver’s License Type: Operator’s CDL / Class: _____

Applicants Signature _____

Date _____

(Applicant Information Only)

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 or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **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 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 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 1-888-567-8688.

• **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.

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 associations, or credit unions 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 assoc.
 - d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

CONTACT:

- a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC
20006
 - b. Federal Trade Commission: Consumer Response Center –
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 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
- Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street
SW Washington, DC
20590
- Office of Proceedings, Surface Transportation Board
Department of Transportation
1925 K Street NW
Washington, DC
20423
- Nearest Packers and Stockyards Administration area supervisor

6. Small Business Investment Companies Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416
7. Brokers and Dealers Securities and Exchange Commission
100 F St NE
Washington, DC 20549
8. Federal Land Banks, Federal Land 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