

APPLICATION FOR EMPLOYMENT



APPLICANT INFORMATION					
Last Name		First Name	Date		
CDL? YES <input type="checkbox"/> NO <input type="checkbox"/> Air Brakes? YES <input type="checkbox"/> NO <input type="checkbox"/> Driver's License No. & Classification					
Street Address				Apartment/Unit #	
City		State		ZIP	
Home phone			Cell phone		
Referred By					
EMPLOYMENT DESIRED					
Position Applied for					
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, may we contact your present employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the Village of Roscoe?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when and what position?		
EDUCATION					
HIGH SCHOOL NAME AND LOCATION					
Years Attended	Did You Graduate?				
COLLEGE NAME AND LOCATION					
Years Attended	Did You Graduate?	Subjects Studied			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL					
Years Attended	Did You Graduate?	Subjects Studied			
GENERAL INFORMATION					
Please list subjects of special study/research, work or special training/skills					
PREVIOUS EMPLOYMENT					
Company			From	To	
Address			Position		
Responsibilities					
PREVIOUS EMPLOYMENT					
Company			From	To	
Address			Position		
Responsibilities					
PREVIOUS EMPLOYMENT					
Company			From	To	
Address			Position		
Responsibilities					

The Village of Roscoe is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

AUTHORIZATION TO OBTAIN A CONSUMER CREDIT REPORT AND RELEASE OF
INFORMATION FOR EMPLOYMENT PURPOSES

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize The Village of Roscoe and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment, or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of social security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal conviction history, including records from any criminal justice agency in any or all federal, state, or county jurisdiction; birth records; motor vehicle records, including traffic citations and registration; social media networks; and any other public records. [NOTE: You are not required to disclose, nor will we consider any criminal background information relating to misdemeanors or that has been expunged or sealed.

I, _____, authorize the complete release of these records or data

pertaining to me that an individual, company, firm, corporation, or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any former employer, school, police department, financial institution, or other persons having personal knowledge of me to furnish The Village of Roscoe or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release any institution or corporation, its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind that may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release. I understand that a copy of this authorization may be requested at any time, provided I do so in writing.

I understand that, pursuant to the federal Fair Credit Report Act, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

DATE: _____ SIGNATURE: _____

AUTHORIZATION TO OBTAIN A CONSUMER CREDIT REPORT AND RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

PERSONAL DATA - Fill out the following information completely and accurately. Please print or type.

(First Name)	(Middle Name)	(Last Name)
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Other names you have ever used (Maiden, Adoption, etc.)

(Current Address)	(City)	(State)	(Zip Code)	(Dates Lived Here)
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(Phone Number)	(E-mail address - may be used for official correspondence)
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If you haven't lived at your current address for the past 7 years, list the other addresses you've lived at during the past 7 years.

(Address)	(City)	(State)	(Zip Code)	(Dates of Residence)

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

(Social Security #)	(Date of Birth)	(Driver's License # and State)
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If you've held a Driver's License in another state please list.

(Driver's License # and State)	(Driver's License # and State)
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Education Details for Education Verification

Please check the highest education level completed. Do not include degrees in progress.

HS Diploma or Equivalent Associate Level Degree Major: _____

Bachelor's Level Degree Master's Level Degree Major: _____

Major: _____

Doctorate, Specify Degree:

(Name of School)	(City)	(State)
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(Name on Diploma/Degree at the time it was awarded)	(Graduation Date – Month/Year)
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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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.ftc.gov/credit.
- **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.ftc.gov/credit.

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. FEDERAL ENFORCERS ARE:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture
	Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051