# APPLICATION FOR EMPLOYMENT

Warsaw Community Public Library EOE

I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Last Name	First	Middle	Date	Date		
Street Address				Home phone ( )-		
City, State, Zip		Business	Business phone ( )-			
Have you ever ap	pplied for employment with us? No Yes I	Social Se	Social Sec. No.			
Position Desired	Hours per	Pay Expo	Pay Expected			
Are you legally e	ligible for employment in the United States?		When will you be available to begin			
Special training/s	kills (languages, equipment, etc.)	work?				
			'			
SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETE	DID YOU GRADUATE	DEGREE DIPLOM	
College						
High						
Elementary						
Other						
	MEMBERSHIP IN PROFESSIONAL (Exclude those which may disclose your rac					

# **EMPLOYMENT**

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

$\succeq$						
	Company Name	Telephone ( )-				
	Address	Employed (Month and Year) From: To:				
1	Name of Supervisor	Weekly Pay Start: Last:				
	Job Title/Description	Reason for Leaving:				
$\succeq$						
	Company Name	Telephone ( )-				
2	Address	Employed (Month and Year) From: To:				
	Name of Supervisor	Weekly Pay Start: Last:				
	Job Title/Description	Reason for Leaving:				
$\asymp$						
3	Company Name	Telephone ( )-				
	Address	Employed (Month and Year) From: To:				
	Name of Supervisor	Weekly Pay Start: Last:				
	Job Title/Description	Reason for Leaving:				
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	Indicate employers you do not want us to contact:  DO NOT CONTACT  Employer Number(s) Reason					
	I authorize the Warsaw Community Public Library to make any in or employment history and authorize any former employer, person credit agency or government agency to give the Warsaw Commun information they may have regarding me. In consideration of the V Library review of this application, I release the Warsaw Communi providers of information from any liability as a result of furnishing information.	, firm, corporation, school, ity Public Library any Varsaw Community Public ty Public Library and all				

Signature Date

## RELEASE AUTHORIZATION

### APPLICANT COMPLETE THE FOLLOWING

- I. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, credit and references. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment.
- II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by **Warsaw**Community Public Library or its agent, to furnish the information described in Section 1.

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. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out to the request for or release of any of the above-mentioned information or reports.

Please print your full name	LAST	FIRST	MIDDLE	
Please print other names you	have used			
Home address				
City		ST	Zip Code	
Social Security Number		Date of Birth		
The following states require: AL,AR,FL,GA,IA,IL,IN,MI, Sex:Male Race:Asian	sex and race to obtain information OR,TX,WiFemaleBlackHispanic		Other	
Drivers License Number		State Issuing L	License	
Name as it appears on license				
Signature			Today's Date	

This report will be processed by:
ADP Screening and Selection Services
301 Remington Street
Fort Collins, CO 80524
1.800.367.5933

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance, or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- · You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone such as a creditor who reports to a CRA that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

#### For Questions or Concerns Regarding:

CRAs, creditors and others not listed below

National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

Banks that are state-chartered or are not Federal Reserve System members

Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

#### Please Contact:

Federal Trade Commission Bureau of Consumer Protection FCRA Washington, DC 20580 202-326-3761

Office of the Comptroller of the Currency Compliance Management, MS 6-6 Washington, DC 20219 800-613-6743

Federal Reserve Board Consumer & Community Affairs Washington, DC 20551 202-452-3693

Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929

National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360

Federal Deposit Insurance Corporation Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC

Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306

Department of Agriculture
Office of Deputy Administrator-GIPSA
Washington, DC 20205 202-720-7051