

APPLICATION FOR EMPLOYMENT
TOWN OF MANY
P O BOX 1330
MANY LA 71449-1330
AN EQUAL OPPORTUNITY EMPLOYER & PROVIDER

PERSONAL INFORMATION

Date _____ Social Security # _____

Phone # _____ Driver's License # _____ Date of Birth _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

State name and department of any relatives, other than spouse, already employed by the Town.

Referred by: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired _____

Are you employed now? _____ Where _____ When _____

Have you ever applied to the Town before? _____ When _____

EDUCATION: Name & Location of School Circle year completed Graduate?

Grammar School _____
High School _____ 1 2 3 4

Do you have a diploma? Yes No If no, do you have a GED? Yes No

College _____ 1 2 3 4
Trade, Business, Correspondence _____ 1 2 3 4

FORMER EMPLOYERS: (List below last four employers, starting with last one first.)

<u>Dates From/To:</u>	<u>Employer Name/Address/Phone #</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for leaving</u>

TRAINING:

List any machinery you are trained to operate and years of experience you have operating each.

CRIMINAL BACKGROUND:

Have you ever been convicted of a crime? _____

If yes, was it a misdemeanor or felony charge? _____

When and for what crime were you convicted? _____

In case of emergency notify: _____
(Name) (Address) (Phone #)

REFERENCES

Please list name and phone numbers of 3 references not living with you and not related to you.

<u>Reference</u>	<u>Phone number</u>

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of fact called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

SIGNATURE OF APPLICANT

DATE

021755 - Town of Many

REQUEST FOR BACKGROUND INVESTIGATION FOR SOUTHERN RESEARCH COMPANY, INC.

In connection with my application for employment, I understand that a consumer report and/or an investigative consumer report will be requested and obtained for employment purposes. I acknowledge that I have signed a Disclosure and Authorization form and have received a copy of the summary of rights under the Fair Credit Reporting Act.

By providing the information requested below and signing this Request for Background Investigation, I authorize such an investigation on behalf of the Company named above. I also acknowledge that a facsimile or photographic copy of this signed Request for Background Investigation will be as valid as the original.

1. APPLICANT OR SUBJECT OF INVESTIGATION - PLEASE PRINT OR TYPE				
Last Name	First Name	Middle Name	Social Security Number	
List AKA, Maiden, and/or previous married name(s) to be searched <i>(there is an additional charge for each name)</i>				
aka/maiden name	aka/maiden name	aka/maiden name	aka/maiden name	
Address				
City		State	Zip Code	
Date of Birth / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race	Drivers License Number	State

Applicant's signature: _____ Date: ___/___/___

2. SCOPE OF INVESTIGATION - PLEASE CHECK RECORDS TO BE SEARCHED

Social Security Number Trace

E-Verify

Criminal Court Records-Computer Name Index Search

Caddo/Bossier Metro (Caddo & Bossier Parish, Western District of LA, Shreveport & Bossier City Courts)

NWLA Search (Caddo/Bossier Metro plus Desoto Parish & Webster Parish)

County/Parish Search (List County/Parish): _____

Statewide Search: (List State Name): _____

International Search: (List Country Name): _____

Civil Court Records-Computer Name Index Search

Caddo Parish, Bossier Parish, and Western District of LA

County/Parish Search (List County/Parish): _____

U. S. District Court Records - Location: _____

Search Type: Bankruptcy; Criminal; Civil

Official Driving Record: Louisiana (three-year covering period)

LA DL Status Inquiry

Official Driving Record: Out-of-State Record (List State) _____

National Sex Offender Registry

OIG Exclusion

Medicare/Medicaid Exclusion

RapidCrim (Database Search)

CNA/DSW Registries

LA State Adverse Action List

GAPSA (Database Search)

CAPS (Database Search)

Employment Verification

Evictions (Database Search)

Education Professional Credential Verification

Type: _____

Client Information: Phone Number: (318) 256-4015

Fax Number: (318) 256-4013

DISCLOSURE/AUTHORIZATION (Employment Purposes)

021755 - Town of Many

In connection with my application for employment, I understand that a consumer report and/or an investigative consumer report may be requested and obtained for employment purposes on behalf of **the Company named above**. I also understand that, if I am hired, a consumer report and/or an investigative consumer report may be requested and obtained during the course of my employment.

The report may include information regarding my character, general reputation, personal characteristics, mode of living, and credit standing which may confirm or deny my eligibility for employment with **the Company named above**. The information contained in the report will be obtained from private and public record sources, including, as may be appropriate, personal interviews with sources such as neighbors, friends and associates.

By providing the information requested below and signing this Disclosure Authorization, I authorize the Company named above to request and obtain a consumer report and/or investigate consumer report regarding me. I also acknowledge that a facsimile or photographic copy of this signed Disclosure Authorization will be as valid as the original.

Applicant's Full Name (Please Print): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth (MM/DD/YY): _____ SSN: _____

Driver's License: State: _____ Number: _____

☞ Applicant's Signature: _____ Date: ___/___/___



SOUTHERN RESEARCH COMPANY INC.

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 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 1-888-5-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>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 (877) 382-4357</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>d. Federal Credit Unions</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>