

APPLICATION FOR EMPLOYMENT

City of Wyoming
800 Oak Avenue
Wyoming, OH 45215
(513) 821-7600

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please print clearly or type

Position(s) Applied For:		Date of Application:
How Did You Learn About Us? Advertisement____ Relative____ Inquiry____ Employment Agency____ Friend____ Other_____		

Last Name	First Name	Middle Name	
Address		City	State Zip
Telephone Number(s):	Home	Work	Cell/Beeper/Other
E-mail Address:			

Have you ever been employed with us before? Yes No
If Yes, give date:_____

Are you currently employed? Yes No

Are you legally eligible for employment in the United States? (*Any offer of employment is conditional on satisfactory proof that you are legally authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986.*) Yes No

Date available for work:_____

Are you available to work: Full Time Part-Time Temporary/Seasonal

Are you currently on "lay-off" status and subject to recall? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any self-employment, summer and part-time jobs. If you need more space, continue on a separate sheet.

Company Name, Address & Type of Business	From		To		Starting Salary	Final Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Your Title:				Name/Title of Supervisor:		
	Describe the work you did:						
Telephone:							
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

Company Name, Address & Type of Business	From		To		Starting Salary	Final Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Your Title:				Name/Title of Supervisor:		
	Describe the work you did:						
Telephone:							
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

Company Name, Address & Type of Business	From		To		Starti ng Salary	Final Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Your Title:				Name/Title of Supervisor:		
	Describe the work you did:						
Telephone:							
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Degree, Diploma or Certificate Earned
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with the City of Wyoming

REFERENCES

Provide the following information for three individuals who are not related to you and who are not previous employers or supervisors.

Name & Occupation	Address	Phone Number	Years Known

APPLICANT'S STATEMENT

The information provided in the Application for Employment is true and complete. The City of Wyoming may terminate my employment for any false or misleading statements or omissions in this application or during the interview and hiring process, whenever they may be discovered.

I have read and understand the attached acknowledgements, authorizations, and disclosures. I understand that this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application.

If I receive an offer of employment, I authorize a medical examination by an examiner selected by the City of Wyoming, and will authorize the disclosure of and make available to the City of Wyoming all medical and/or psychiatric treatment and/or consultations, including records held by any hospital, clinic, private practitioner, or the United States Veteran's Administration. I understand that any offer of employment may be contingent upon such medical examination.

If I receive an offer of employment, I authorize the administration of a drug and alcohol screen by an examiner chosen by the City of Wyoming. I further understand that any job offer is contingent upon passing the drug and alcohol test.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, with or without notice, by either me or the City of Wyoming. I understand that this cannot be changed except in writing signed by the City Manager of the City of Wyoming that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City of Wyoming.

I understand that, if hired, I may be required to work varied hours, overtime, weekends, and holidays to meet staffing requirements. I agree that, if hired, I will be required to abide by all rules, regulations, and policies of the City of Wyoming.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Interviewer(s): _____ Date: _____

Employed: Yes No Date of Employment: _____

Job Title: _____

Hourly Rate/Salary: _____

Department: _____

Approved By: _____ Date: _____

Release Disclosure, Acknowledgment, and Authorization to Contact Employers and for the Release of Information

In processing your application for employment and/or evaluating you for hire, promotion, continuation or retention in employment, or other employment-related purposes, the City of Wyoming may obtain information about you from a prior or current employer. By signing this notice you are acknowledging receipt and review of this disclosure.

By signing this notice you are also authorizing the City of Wyoming or its affiliates or agents to obtain information or opinions about you, from prior or current employers or anyone else, at any time prior to or during your employment with the City of Wyoming or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment-related purposes.

Therefore, I, _____, authorize _____ to disclose fully all records or other information concerning me to, and allow for the review of such records and information by, an agent of the City of Wyoming, Ohio, including a representative of the City of Wyoming Police Department, whether such records or information are of a public, private, and/or confidential nature.

The intent of this authorization is to give full and complete disclosure of records and information concerning me, including, but not limited to, that are held by: educational institutions; financial institutions, credit institutions or credit agencies, including records of deposits, withdrawals, and balances of checking and saving accounts and loans; commercial retail agencies, including credit reports and/or credit ratings; public utility companies; employers, prospective employers, and former employers, including the results of any background investigation or report, efficiency ratings and/or performance evaluations, records of complaints and/or grievances filed by or against me, and salary records; governmental entities, including records of any complaint, arrest, trial and/or convictions for alleged or actual violations of law, criminal and/or traffic offense records, and records of civil claims made by or against me; and any others in an business relationship with me.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the CITY OF WYOMING POLICE DEPARTMENT or other agent of the City of Wyoming to consider in determining my suitability for employment by the City.

I AGREE TO IDEMNIFY AND HOLD HARMLESS the person(s) to whom this Disclosure, Acknowledgment, and Authorization to Contact Employers and for the Release of Information is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney’s fees, arising out of, or by reason(s) for complying with the request for information.

I agree that a facsimile copy of the original of this form will be valid as an original hereof.

Driver’s License #: _____ (State: _____)

Date of Birth: _____

Social Security #: _____

Signature of Applicant

Date

Witness

Note to Employers About Important Legal Protections

Ohio law protects employers from liability when they respond to another employer’s request for reference information, as long as the employer is truthful, or has tried to be truthful. Ohio Revised Code section 4113.71 says, in part:

“An employer who is requested by an employee or a prospective employer of an employee to disclose to a prospective employer of that employee information pertaining to the job performance of that employee for the employer and who discloses the requested information to the prospective employer is not liable in damages in a civil action to that employee, the prospective employer, or any other person for any harm sustained as a proximate result of making the disclosure or of any information disclosed, unless the plaintiff in a civil action establishes, either or both of the following: (1) By a preponderance of the evidence that the employer disclosed particular information with the knowledge that it was false, with the deliberate intent to mislead the prospective employer or another person, in bad faith, or with malicious purpose; (2) By a preponderance of the evidence that the disclosure of particular information by the employer constitutes an unlawful discriminatory practice described in *section 4112.02, 4112.021 [4112.02.1], or 4112.022 [4112.02.2] of the Revised Code.*”

**Notice and Acknowledgment of Mandatory Background
Criminal Record Investigation**

Wyoming conducts an investigation into the existence and content of the criminal record of applicants for employment for certain positions, through the Ohio Bureau of Criminal Identification and Investigation, the Federal Bureau of Investigation, or other appropriate entity.

By signing this notice, you acknowledge that, as a condition of any employment or offer of employment with Wyoming, you must submit to a criminal background investigation by providing fingerprint impressions and complying with other requests for information reasonably related to conducting that investigation.

By signing this notice, you also acknowledge that any offer of employment or the continuation of employment is conditioned on your satisfactory completion of the criminal record investigation, and on Wyoming's receipt of results that establish that you have not been convicted, pleaded guilty, or pleaded no contest to any disqualifying offense.

Driver's License #: _____ (State: _____)

Date of Birth: _____

Social Security #: _____

Signature of Applicant

Date

Witness

Disclosure of Rights under the Fair Credit Reporting Act and Authorization to Obtain Credit or Consumer Information

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment-related purposes, the City of Wyoming may seek credit and/or consumer information about you from a credit reporting agency or other sources. This may include the City of Wyoming or its affiliates or agents requesting information about your character, general reputation, personal characteristics or mode of living, obtained through personal interviews with neighbors, friends, associates or acquaintances. A report containing such information is defined by the law as an "investigative consumer report."

The Fair Credit Reporting Act provides you with certain rights whenever an employer or other entity seeks credit or consumer information about you, including information contained in an "investigative consumer report." The following notice, which is copied from a form developed by the U.S. Consumer Financial Protection Bureau, provides a summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are acknowledging receipt and review of this disclosure and the attached summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are also authorizing The City of Wyoming or its affiliates or agents to obtain credit or consumer information about you, including an investigative consumer report, at any time prior to or during your employment with the City of Wyoming for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment-related purposes.

Applicant's Signature

Date

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 D.C. 20552.

1. **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 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

2. **You have a 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 an adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert on 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.

3. **You have a 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.
4. **You have the right to dispute incomplete or inaccurate information.** If 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.
5. **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.
6. **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 ten years old.
7. **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.
8. **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.
9. **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.
10. **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.

11. Identity theft victims and active 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, NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA 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 Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 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, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE 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>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

