



**CITY OF CREVE COEUR
APPLICATION FOR EMPLOYMENT
300 N. NEW BALLAS ROAD
CREVE COEUR, MO 63141**

PLEASE PRINT CLEARLY

DATE: _____

NAME _____ **ADDRESS** _____

CITY/STATE/ZIP _____

TELEPHONE _____ **CELL PHONE:** _____ **BUS PHONE:** _____

EMAIL ADDRESS: _____

POSITION APPLYING FOR: _____ **FULL-TIME, PART-TIME OR SEASONAL**
(Circle your choice)

PREVIOUS MILITARY SERVICE:

ARE YOU A VETERAN? _____ IF YES, BRANCH OF SERVICE _____

DATES OF SERVICE: ENTERED: _____ DISCHARGED: _____

THIS SECTION TO BE COMPLETED ONLY BY APPLICANTS FOR POSITIONS WHICH REQUIRE DRIVING ON THE JOB. A DRIVING RECORD CHECK WILL BE PERFORMED AS A CONDITION OF ANY JOB OFFER TO SUCH APPLICANTS.

License no. _____ Class of license _____

State of Issue: _____ Restrictions _____

Has your license ever been suspended or revoked? Yes _____ No _____ If yes, on a separate sheet list the details for each occurrence including: the offense, date, charge, place, court and action taken.

EDUCATIONAL BACKGROUND: INCLUDE ALL FORMAL TRAINING PROGRAMS AND ACADEMIC DEGREES. ATTACH ADDITIONAL SHEET IF NECESSARY.

NAME OF SCHOOL OR PROGRAM	LOCATION	CREDITS COMPLETED	DEGREE EARNED	COMPLETE/GRADUATE?

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WORK EXPERIENCE: BEGINNING WITH YOUR MOST RECENT EMPLOYMENT, LIST A COMPLETE STATEMENT OF YOUR WORK HISTORY.

ATTACH ADDITIONAL SHEETS IF NECESSARY

1. POSITION HELD _____ **SALARY** _____

DATES OF EMPLOYMENT from: _____ to: _____

EMPLOYER _____

ADDRESS _____
Street city state zip

SUPERVISOR'S NAME _____ **TELEPHONE** _____

DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____

2. POSITION HELD _____ **SALARY** _____

DATES OF EMPLOYMENT from: _____ to: _____

EMPLOYER _____

ADDRESS _____
Street city state zip

SUPERVISOR'S NAME _____ **TELEPHONE** _____

DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____

3. POSITION HELD _____ **SALARY** _____

DATES OF EMPLOYMENT from: _____ to: _____

EMPLOYER _____

ADDRESS _____
Street city state zip

SUPERVISOR'S NAME _____ **TELEPHONE** _____

DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____

List any additional training, special qualifications, skills or honors you would like considered:

REFERENCES: List the following information for at least three references who may be contacted concerning your work history and background. DO NOT INCLUDE RELATIVES

1. NAME _____

ADDRESS _____ EMAIL ADDRESS _____

TELEPHONE _____ CELL _____ BUSINESS _____

HOW DO YOU KNOW THIS PERSON: _____

HOW LONG? _____

2. NAME _____

ADDRESS _____ EMAIL ADDRESS _____

TELEPHONE _____ CELL _____ BUSINESS _____

HOW DO YOU KNOW THIS PERSON: _____

HOW LONG? _____

3. NAME _____

ADDRESS _____ EMAIL ADDRESS _____

TELEPHONE _____ CELL _____ BUSINESS _____

HOW DO YOU KNOW THIS PERSON: _____

HOW LONG? _____

Do you have any commitments which may restrict your ability to perform your job duties? ____yes ____no

If yes, provide details: _____

Do you have any objection to the City of Creve Coeur making inquiries of your past or present employer(s) regarding your work history? ____yes ____no If yes, provide details: _____

Have you ever been discharged or forced to resign from a position? ____yes ____no If yes, provide details including the name of the employer and the reason for the action taken:

Have you ever been employed by/taken an examination for the City of Creve Coeur? ____yes ____no

Do you have any relatives now employed by the City of Creve Coeur? ____yes ____no If yes, list names and his/her relationship to you:_____

If you are selected for a position, how soon are you available to start work?

PLEASE READ CAREFULLY BEFORE SIGNING

City policy requires an applicant, when a bona fide job offer has been made, to pass a physical examination (at the City's expense) and be certified by the City's physician as fit to perform the duties of the position. The pre-employment examination for all candidates includes a drug screen. Failure of the applicant to consent to these inquiries and tests, and depending on the position, a credit check and background check, and skill and other applicable tests, will disqualify the applicant from present and future employment consideration by the City.

Federal law requires that the City hire only United States citizens and lawfully authorized alien workers. If you are selected for a position with the City of Creve Coeur, you will be required to comply with the requirements of the Immigration and Naturalization Act of 1986. This law requires you to present documentation of your identity and eligibility to work in the US and to complete a federal I-9 form. This form must be completed on the first day of employment for all employees.

It is the policy of the City of Creve Coeur not to discriminate on the basis of race, color, religion, national origin, ancestry, sex, gender, gender identity, sexual orientation, age, disability or familial status, or other status protected by law except where specific age or physical requirements constitute a bona fide occupational qualification. The job duties will be reviewed with you to determine your ability to perform the essential functions of the position.

CERTIFICATION OF THE APPLICANT – SEE ALSO SEPARATE SHEET ATTACHED. READ CAREFULLY BEFORE SIGNING.

I certify that all the answers and statements herein contained are true to the best of my knowledge and belief. I understand that any misstatement of material facts, or omission of any material facts, will subject me to possible disqualification or dismissal.

SIGNATURE OF APPLICANT: _____ **Date:** _____



**CITY OF CREVE COEUR
300 N. NEW BALLAS ROAD
CREVE COEUR, MO 63141**

CERTIFICATE OF APPLICANT

**AUTHORIZATION FOR RELEASE OF INFORMATION
(Read carefully before signing)**

I, _____, hereby certify that all statements made on or in connection with my application for employment are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatements or omission of material facts can cause forfeiture on my part of all rights to employment by the City of Creve Coeur.

I also do hereby authorize all law enforcement agencies, the Veterans Administration, U. S. Army, U. S. Navy, U. S. Air Force, all military agencies, all federal, state or local government agencies, state and federal tax bureaus, credit bureaus, schools, universities, and current and prior employers, to furnish representatives of the City with any and all available information regarding me in order that they may determine my suitability for employment with the City of Creve Coeur.

I authorize my present and past employers to discuss my character, integrity and reputation with representatives of the City.

I authorize the release of any and all information regarding my employment, credit, or any other information, whether personal or otherwise, by the persons and entities described herein that may or may not be on their records and release such persons and entities from all liability for any damage whatsoever that may issue from furnishing such information to representatives of the City of Creve Coeur.

A photo copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant

Date

Month and Day of Birth

Last Four Digits of Social Security Number

Driver's License Number

State of Issuance



CITY OF CREVE COEUR
FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

In considering you as an applicant for employment or evaluating me as a current employee, we may choose to secure and use information contained in either a consumer report or investigative consumer report about you obtained from a consumer reporting agency when: (1) considering your application for employment (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment or (4) making other employment-related decisions directly affecting you.

For explanation purposes:

A "consumer reporting agency" is a person or business that, on a cooperative nonprofit basis, or for monetary fees or dues, regularly assembles or evaluates consumer credit information or other information on consumers for a person who has a legitimate business need for the information or intends to use the information for employment purposes.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

Please refer to the attached written summary of your rights under the Fair Credit Reporting Act for further information.

AUTHORIZATION

By signing below, you hereby authorize us to obtain a consumer report and/or an investigative report about you for the purposes stated above. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for us to procure such reports at any time during the employment period.

(Signature)

(Date)

(Printed)

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 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 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).
- **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:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
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	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
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	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	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 <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357