



EMPLOYMENT APPLICATION

Name: _____ Date: _____
Last First Middle Initial

Address: _____
City State Zip

Phone: _____ Other Phone: _____ E-mail: _____

Position: _____ Part Time Temporary

What is your desired rate of pay: _____ Date available for work: _____

Are you legally authorized to work in the United States? Yes No

It is City policy to comply with the provisions of the Immigration Reform and Control Act and to hire only authorized workers. If hired, you will be asked to provide verification of your work eligibility, including either proof of U.S. citizenship or proper authorization from the Dept of Homeland Security, US Citizenship, and Immigration Services. Your employment will not be continued if you are unable or unwilling to provide the verification requested.

If you are under 18 and it is required, can you furnish a work permit? Yes No

Have you ever been subject of a bond claim, found not bondable, had your bond coverage modified, revoked, or had a bond application declined? Yes No If yes, please explain: _____

Have you ever been convicted of a crime (Exclude sealed, expunged or legally eradicated convictions and misdemeanor convictions for which probation was completed and the case was dismissed) Yes No
If Yes, please describe the nature of the crime (s), the date and place of conviction and the legal disposition of the case.

Are you currently out on bail, the subject of a current warrant for arrest or released on your own recognizance pending trial? Yes No The City of Lewisville will not deny employment to any applicant solely because the person has been convicted of a crime. However the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for may be considered.

Employment History -- Please begin with the most recent employment

Company Name _____ Address _____

Phone Number: _____ Dates of Employment _____

Title: _____ Reason for Leaving _____

Supervisor: _____ Duties: _____

.....

Company Name _____ Address _____

Phone Number: _____ Dates of Employment _____

Title: _____ Reason for Leaving _____

Supervisor: _____ Duties: _____

.....

Company Name _____ Address _____

Phone Number: _____ Dates of Employment _____

Title: _____ Reason for Leaving _____

Supervisor: _____ Duties: _____

Education/Training:

School Name & Location

Diploma/Degree

Specialization

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the functions of the position for which you are applying:

Applicant Statement:

I certify that the information provided by me on this application for employment is true and complete to the best of my knowledge. I understand that if employed, I will be discharged from employment because of false or intentionally misleading statements contained in this document or made at any other time during the hiring process.

I authorize the City of Lewisville to contact my current or latest employer, and authorize said employer to furnish any information concerning my employment. I release the City of Lewisville and all other persons, employers and organizations from all claims and liabilities of any nature arising from such investigations or the supply of information for such investigation.

I authorize the City of Lewisville to contact all of my past employers and/or schools, and authorize my past employers and/or schools to furnish any information concerning my previous employment and/or education. I release the City of Lewisville and all other persons, employers, and organizations from all claims and liabilities of any nature arising from such investigations or the supply of information for such investigation.

In processing this application for employment, the City of Lewisville may request an investigative background check with respect to my general reputation, criminal history, and eligibility to be bonded. I authorize the City of Lewisville to request such reports.

City of Lewisville may obtain and use a consumer credit report when considering my application for employment, making decision whether to offer me employment, and if hired, deciding whether to continue my employment and/or when making other employment related decisions directly affecting me. *I have read and received a copy of my rights under the Fair Credit Reporting Act (attached at the end of this application).*

I understand, according to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report.

As a condition for my employment, I understand and agree to undergo a drug test. I understand that if my test results are positive, I shall not be considered further for employment. I hereby authorize any medical professional to conduct such testing and to provide the results to the City of Lewisville. I release the City of Lewisville and the person and organization conducting the testing from liability.

I shall abide by the rules and regulations of the City of Lewisville as set forth now or hereafter in any of their operations and policy manuals and other communications.

I understand that this application does not, by itself, create a contract of employment. I understand and agree that if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason. I further understand that no person is authorized to change any of the terms mentioned in this employment application form.

I hereby acknowledge that I have read, agree to, and understand the above statement.

Signature of Applicant

Date

APPLICANT: Please read the attached disclosure, "A Summary of Your Rights under the Fair Credit Reporting Act" before signing this application. Retain a copy for your records.

APPLICANT: Retain this disclosure for your records

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 the 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 20006.

- 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.
- 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 a 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 twelve (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 thirty (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 (7) years old, or bankruptcies that are more than ten (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 1-888-567-8688.
- 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.
- A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as EICU.