

Application for Employment

Roscoe Village Foundation

600 N. Whitewoman St.

Coshocton, OH 43812

EQUAL OPPORTUNITY EMPLOYER: It is our policy to abide by all Federal, State, and Local laws prohibiting employment discrimination on the basis of race, color, creed, national origin, religion, ancestry, age (over 40), sex, marital status, or disability. Your response will not be used as a basis for discrimination, but will be judged on relevance to the position you will be seeking. Equal access to employment is available to all persons.

Position(s) applied for _____ Date of Application ____/____/____

Name _____ Social Security # ____ - ____ - ____
(First) (M.I.) (Last)

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

Telephone # _____ Mobile/Beeper/Other Phone # _____

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

If no, please explain: _____

Have you ever been employed here before?Yes ____ No ____

Are you legally eligible for employment in this country?Yes ____ No ____

Date available for work.....____/____/____

Type of employment desire: _____ Full-time _____ Part-time _____ Seasonal

Are you able to meet the attendance requirement of this position?Yes ____ No ____

Have you been convicted of a crime in the last seven (7) years?Yes ____ No ____

If yes, please explain: _____

(CONVICTION WILL NOT BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.)

Do you have a valid driver's license in this state? Yes ____ No ____ If yes, license # _____

EMPLOYMENT HISTORY

Provide the following information for your past three employers, assignments, or volunteer activities, starting with the most recent:

Note: Fully explain any periods of employment or gaps in employment occurring in this period.

Dates Employed	Employer	Telephone ()
From To		
Job Title	Address	

Immediate Supervisor and Title _____

Summarize the nature of work performed and job responsibilities _____

Reason for Leaving	Hourly rate/salary
	Start \$ Final \$

Dates Employed _____ Employer _____ Telephone () _____
 From _____ To _____
 Job Title _____ Address _____

Immediate Supervisor and Title _____

Summarize the nature of work performed and job responsibilities _____

Reason for Leaving _____ Hourly rate/salary _____
 Start \$ _____ Final \$ _____

Dates Employed _____ Employer _____ Telephone () _____
 From _____ To _____
 Job Title _____ Address _____

Immediate Supervisor and Title _____

Summarize the nature of work performed and job responsibilities _____

Reason for Leaving _____ Hourly rate/salary _____
 Start \$ _____ Final \$ _____

SKILLS AND SPECIAL TRAINING

Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATION

High School _____ Address _____ Graduated _____
 Yes No

College or University _____ Address _____ Major _____ Degree _____

College or University _____ Address _____ Major _____ Degree _____

Trade School _____

REFERENCES

List three (3) business persons, teachers, or friends known, but not related to you for at least three years:

Name	Title	Address	Phone	Years Known

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and statements made by me in this application are true, correct, and complete. I understand that any misrepresentation, omission, or false information contained in this application may result in my discharge whenever discovered.

I authorize you to communicate with all my former employers, school officials and/or persons named as references. I hereby release all former employers, schools, and individuals from any liability for any damage whatsoever resulting from the giving, using, or receiving of such information.

I understand that as The Roscoe Village Foundation deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment is at will and may be terminated by The Roscoe Village Foundation at any time with or without cause and without any liability to me for any continuation of salary, wages, or employment related benefits. No representative of The Roscoe Village Foundation, other than an authorized officer, has any authority to make any statement contrary to the above and, if made, I will not rely on any such statements. I agree that any claims or lawsuits relating in any way to my hire, employment, or the termination of my employment must be filed within six months of the event in issue, regardless of any other applicable statute of limitations.

Date _____ Signature _____

ROSCOE VILLAGE FOUNDATION

**Reference Authorization Waiver
and
Hold Harmless Agreement**

The undersigned hereby authorizes Roscoe Village Foundation, Inc., to contact and obtain information about you from any source, including, but not limited to, employers, educational institutions, credit reporting agencies, and, references. By signing this agreement, the undersigned also verifies the accuracy of the information contained in the Application for Employment completed by the undersigned for consideration of potential employment with Roscoe Village Foundation.

The undersigned also hereby releases from liability Roscoe Village Foundation, Inc., and all references, employers, persons, corporations, or organizations and their agents and assigns who may provide consumer reports or other information and agrees to hold them harmless and indemnify them from any and all damage whatsoever resulting from or connected to the giving, receiving, or using of such information.

The undersigned has read this Waiver and Agreement, understands it, and enters into it voluntarily.

Date

Signature

Print your name here

ROSCOE VILLAGE FOUNDATION

Reference Authorization Waiver

In connection with your application for employment with Roscoe Village Foundation, Inc. (Roscoe Village) we may procure a consumer report on you as part of the process of considering your candidacy as an employee (the consumer report could be a criminal report, driving record report, credit check, drug test (other than from the testing lab), or other information). In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your employment, before making the adverse decision we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find a summary of these rights enclosed in this informational packet.

By your signature below, you hereby authorize us to obtain consumer reports about you in order to consider you for employment.

Applicant's Name: _____
(Please Print)

Applicant's Address: _____
City/State/Zip: _____

Applicant's Social Security Number: _____ - ____ - _____

Applicant's Signature: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

The 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 for bankruptcy. This information is sold to creditors, employers, landlords and other business people. You can find the complete text of the FCRA (codified at 15 U.S.C. 1681-1681u) on 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 is 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 in recently. There is no charge for the report if action has been taken against you because of information supplied by the CRA, so long as you request the report within 60 days of receiving notice of the adverse action. You are also 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) that your report is inaccurate due to fraud. Otherwise a CRA may charge you as much as eight dollars per report.
- **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 natural 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 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 my 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 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:	Please Contact:
CRA's, creditors and other not listed below	Federal Trade Commission Bureau of Consumer Protection FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of Comptroller of the Currency Compliance Management, MS 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Consumer & Community Affairs Washington, DC 20552 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360

Banks that are state-chartered or are not Federal Reserve System members	Federal Deposit Insurance Corporation Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20205 202-720-7051

