

Employment History

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names that indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer:	<u>Dates Employed</u>	
	From To	Work Performed
Address:		
Telephone: ()		
Job Title:	<u>Hourly Rate/Salary</u>	
	Starting Final	
Supervisor:		
Reason for Seeking Other Employment:		

Employer:	<u>Dates Employed</u>	
	From To	Work Performed
Address:		
Telephone: ()		
Job Title:	<u>Hourly Rate/Salary</u>	
	Starting Final	
Supervisor:		
Reason for Leaving:		

Employer:	<u>Dates Employed</u>	
	From To	Work Performed
Address:		
Telephone: ()		
Job Title:	<u>Hourly Rate/Salary</u>	
	Starting Final	
Supervisor:		
Reason for Leaving:		

Employer:	<u>Dates Employed</u>	
	From To	Work Performed
Address:		
Telephone: ()		
Job Title:	<u>Hourly Rate/Salary</u>	
	Starting Final	
Supervisor:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience: _____

Education

	<i>Elementary</i>	<i>High School</i>	<i>College/University</i>	<i>Graduate/ Professional</i>
School Name				
Years Completed/Degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

List job-related qualities, professional, trade, business, or civic activities and offices held. **(You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, or handicap or other protected status):**

References

Please provide three personal references (not relatives).

<i>Name</i>	<i>Address</i>	<i>City/State</i>	<i>Phone</i>

If you have been known by any other name(s) please list such name(s):

APPLICANT'S STATEMENT

I have completed or do not wish to complete the Applicant Data Sheet. I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for rejection of my application or dismissal from employment at any time without any previous notice. I hereby give RVS permission to review public records regarding my personal and professional background, and to contact schools, previous employers, references, and others, and hereby release RVS from any liability as a result of such contacts. I agree immediately to notify RVS if I should be convicted of a crime while my job application is pending, or during my period of employment, if hired. If we have your permission to conduct such background checks, please fill in your Social Security Number _____.

In applying for employment, I authorize investigations whereby information is obtained from friends, neighbors, past employers, and co-workers necessary to make an employment decision. If employed, I will provide proof of citizenship or immigration status.

I also authorize release of Department of Motor Vehicle information on the status of my Driver's License and other information.

I am aware that this application for employment shall be considered active for a period of time not to exceed 6 months. If I wish to be considered for employment beyond this time period, I will inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from RVS constitute an employment contract unless a specific document to that effect is executed by the employer and myself in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of RVS.

I further understand that, if selected as a finalist, I may be required to take and pass a drug and alcohol test prior to appointment to this position.

RVS is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, or any other status protected by law.

Thank you for completing this application form and for your interest in our organization.

Signature of Applicant _____

Date _____

**Please return your completed application to:
Rogue Valley Sewer Services, 138 West Vilas Road, P.O. Box 3130, Central Point, OR 97502-0005**

FAIR CREDIT REPORTING ACT DISCLOSURE

RVS, when considering your application for employment, making a decision whether to offer your employment, deciding whether to continue your employment (if you are hired), and when making other employment-related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These items are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As either an applicant for employment or an employee of RVS, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, such as RVS.

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

If RVS obtains a consumer report about you, and if RVS considers any information in the consumer report when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the consumer report before the decision is finalized. You may also contact the Federal Trade Commission about your rights under the FCRA as a consumer with regard to consumer reports and consumer reporting agencies.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THIS "FAIR CREDIT REPORTING ACT DISCLOSURE."

Signature _____

Date _____

AUTHORIZATION TO OBTAIN CONSUMER REPORT

By signing below, I, _____, hereby voluntarily authorize RVS to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the reports when making decisions regarding my application for employment or my employment at RVS. Prior to signing this Authorization I received and read a document entitled "Fair Credit Reporting Act Disclosure" which defined the terms "consumer," "consumer report" and consumer reporting agency.

This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Print Applicant Name (First, Middle, Last)

Date Signed

Applicant Signature

Social Security Number*

Date of Birth*

*For Identification Purposes Only

