

APPLICATION  
FOR  
EMPLOYMENT



MCCRACKEN COUNTY

300 S. 7<sup>TH</sup> STREET  
PADUCAH, KY 42003-1700

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

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
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Last Name	First Name	Middle Name
Address: Number	Street	City
		State
		Zip Code
Phone Number(s)		Social Security Number

Have you ever filed an application with us before?  Yes  No If Yes, give date

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

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

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

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**



# **EMPLOYMENT EXPERIENCE**

Were you in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_ If yes, what Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_ Type discharge \_\_\_\_\_

List duties in the service \_\_\_\_\_

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, National origin, disabilities or other protected status.

Employer		Dates Employed:		Work Performed
Address/City/State		From	To	
Phone		Hourly Rate/Salary:		Work Performed
Job Title	Supervisor	Beginning	Ending	
Reason for Leaving				
Employer		Dates Employed:		Work Performed
Address/City/State		From	To	
Phone		Hourly Rate/Salary:		Work Performed
Job Title	Supervisor	Beginning	Ending	
Reason for Leaving				
Employer		Dates Employed:		Work Performed
Address/City/State		From	To	
Phone		Hourly Rate/Salary:		Work Performed
Job Title	Supervisor	Beginning	Ending	
Reason for Leaving				
Employer		Dates Employed:		Work Performed
Address/City/State		From	To	
Phone		Hourly Rate/Salary:		Work Performed
Job Title	Supervisor	Beginning	Ending	
Reason for Leaving				
Employer		Dates Employed:		Work Performed
Address/City/State		From	To	
Phone		Hourly Rate/Salary:		Work Performed
Job Title	Supervisor	Beginning	Ending	
Reason for Leaving				

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

# FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

## AND WRITTEN AUTHORIZATION FOR MCCRACKEN COUNTY TO OBTAIN A PRE-EMPLOYMENT CREDIT REPORT

### **DISCLOSURE STATEMENT**

The McCracken County Fiscal Court (hereinafter referred to as “the County”) when considering your application for employment, when making a decision whether to offer you employment, when 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 pre-employment consumer credit from a consumer reporting agency. These terms are defined in the Fair Credit Reporting Act (hereinafter referred to as “FCRA”) which applies to you. As an applicant for employment or an employment or an employee of the County, 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 nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing consumer reports to others.

A pre-employment consumer credit report is a communication of any information by a consumer reporting agency bearing on a consumer’s person financial 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 purposes. For the County’s purposes, a pre-employment consumer credit report may consist of the following information: a listing of current and previous credit accounts with the payment history and current status of each; any credit-related actions; other miscellaneous detailed credit activities.

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

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The 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). The following is a summary of your primary rights under the FCRA. **For more information on your rights under the FCRA, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580**

- 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 to take another adverse action against you must tell you must give you the name, address and phone number of the agency that provided the information.
- 2) **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. a person has taken adverse action against you because of information in your credit report;
  - b. you are the victim of identity theft and place a fraud alert in your file;
  - c. your file contains inaccurate information as a result of fraud;
  - d. you are on public assistance;
  - e. you are unemployed but expect to apply for employment within 60 days;
  - f. as of September 2005 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.
- 3) **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 free of charge from the mortgage lender.
- 4) **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 you dispute is frivolous.

- 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 10 years old.
- 7) **Access to your file is limited.** A consumer reporting agency may provide information about you only to those 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 of a potential employer, without your written consent given to the employer.

AUTHORIZATION FOR MCCRACKEN COUNTY TO  
OBTAIN A PRE-EMPLOYMENT CREDIT REPORT

By affixing my signature below, I hereby certify and acknowledge that the County has provided me with a copy of the forgoing Fair Credit Act Disclosure Statement and has afforded me ample opportunity to review the same and to have any questions or concerns related there to addressed to my satisfaction. Accordingly, in compliance with the provisions of the FCRA and with an adequate understanding of my rights therein, I hereby consent and all the County to obtain a pre-employment credit report on me as evidenced by my signature below.

\_\_\_\_\_  
Signature of consenting party.

\_\_\_\_\_  
Printed name of consenting party.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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

Signature of Applicant

Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview ( ) Yes ( ) No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed ( ) Yes ( ) No

Department \_\_\_\_\_ Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
DATE

NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ADDITIONAL INFORMATION

## Specialized Skills Check Skills/Equipment Operated

<input type="checkbox"/> Fax	<input type="checkbox"/> Excel	Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 123		
<input type="checkbox"/> Calculator	<input type="checkbox"/> Paradox		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect		
<input type="checkbox"/> MS Office	<input type="checkbox"/> Windows		
Other _____ Do you hold a Commercial Drivers License? Drivers License No.			

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicant: DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or Occupation will be provided.

\_\_\_ YES \_\_\_ NO

## REFERENCES

1. _____ (Name) (Phone #) _____ (Address/ City/ State)
2. _____ (Name) (Phone #) _____ (Address/ City/ State)
3. _____ (Name) (Phone #) _____ (Address/ City/ State)

List any friends or relatives working for McCracken County

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**BACKGROUND CHECK INFORMATION**

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First Middle Maiden Last

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Social Security Number

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Date of Birth

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Driver's License Number

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Race

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Height

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Weight

I authorize McCracken County to perform a criminal history check on the above information.

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Signature

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Official Use Only – Do Not Write Below This Line.

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Notes

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