

Amelia Village

119 West Main Street Amelia, Ohio 45102

PHONE 513-718-9135

APPLICATION FOR EMPLOYMENT

Amelia Village is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Should you require any assistance in completing this Application, please let us know and we will be happy to assist you.

PERSONAL INFORMATION

Date _____ Social Security Number _____ - _____ - _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone Number () _____

Email Address _____

Are you 18 years of age or older? Yes () No () _____

Referred By: _____

EMPLOYMENT DESIRED

Position _____ Department _____

Date You Can Start? _____ Salary Desired? _____

Have You Applied to
this Village Before? Yes () No () When? _____ What Position? _____

FORMER EMPLOYERS List below your last four employers starting with the last one first. Please include any military experience as well.

Date Month & Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES List below three persons not related to you, whom you have known at least one year.

1. _____
 Name Address Position Years Known

2. _____
 Name Address Position Years Known

3. _____
 Name Address Position Years Known

Please provide telephone numbers for the above references:

1. _____ 2. _____ 3. _____

EDUCATION

	Name and Location of School	Last Year Completed	Did You Graduate	Subjects Studied and Degree(s) Received
High School		Circle 1 2 3 4		
College				
Trade Business or Correspondence				

GENERAL

Subjects of Study or Research

Job Related Skills (Typing, Computer, Driver's License, etc.,)

Hobbies: (Optional)

1. Are you a U.S. Citizen? () Yes () No
2. Will contacting your present employer jeopardize your present position? () Yes () No
If so, please be advised that this application and any resume submitted to Amelia Village are subject to the Ohio Public Records Act and may be required to be disclosed to members of the public requesting to review them.
3. Are you able to meet the attendance requirements of the position? () Yes () No

AUTHORIZATION AND ACKNOWLEDGEMENT

(Please read carefully before signing. This Authorization and Acknowledgement outlines important legal rights and responsibilities)

I certify that the facts contained in this application and accompanying resume are true and complete to the best of my knowledge. I understand that any false statement, omission, misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Amelia Village.

I understand filling out this application does not indicate there is a position open and does not obligate Amelia Village to hire. If hired, I agree to abide by all Amelia Village work rules, policies, and procedures. Amelia Village retains the right to revise its policies or procedures, in whole or part, at any time.

I understand and agree that any employment may be conditioned upon the successful or satisfactory completion of some, if not all, of the following:

1. An investigation into the statements made on my application and/or resume, my character and general reputation.
2. A background investigation, including criminal and traffic offenses.
3. A drug/alcohol test.
4. A Motor Vehicles Records Report to verify insurability under Amelia Village's property and liability insurance policy.

I agree to submit to such investigations, tests, and examinations and authorize Amelia Village to contact those persons, including, but not limited to, former employers, references, examining doctors or other medical personnel, and testing agents, who Amelia Village believes to be necessary to conducting such investigations, tests, and examinations.

Further, I authorize any person contacted by Amelia Village in furtherance of any of the above investigations, tests, or examinations to disclose to Amelia Village the information requested by Amelia Village and/or the results of any tests or examinations conducted, without giving me prior notice of such disclosure. In addition, I release from any and all claims, demands, or liabilities arising out of or related to the above listed investigations, tests, or examinations, Amelia Village and any person responding or reporting to Amelia Village regarding the information or test results requested by Amelia Village.

I understand that my employment, or continued employment to the extent permitted by law, is contingent upon the successful or satisfactory completion of such investigations, tests, and examinations. I understand and agree that the determination of what investigation, test, or examination results constitute "successful or satisfactory completion" is within the sole discretion of Amelia Village.

If hired by Amelia Village, I understand that I will be required to attest to my identity and employment eligibility, and to present documents confirming my identity and employment eligibility. I understand that I cannot be hired if I cannot comply with these requirements.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Amelia Village. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Amelia Village unless made in writing.

Date _____

Signature _____

Disclosure of Rights under the Fair Credit Reporting Act and Authorization to Obtain Credit or Consumer Information

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment-related purposes, Amelia Village may seek credit and/or consumer information about you from a credit reporting agency or other sources. This may include Amelia Village or its affiliates or agents requesting information about your character, general reputation, personal characteristics or mode of living, obtained through personal interviews with neighbors, friends, associates or acquaintances. A report containing such information is defined by the law as an "investigative consumer report."

The Fair Credit Reporting Act provides you with certain rights whenever an employer or other entity seeks credit or consumer information about you, including information contained in an "investigative consumer report." The following notice, which is copied from a form developed by the U.S. Consumer Financial Protection Bureau, provides a summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are acknowledging receipt and review of this disclosure and the attached summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are also authorizing Amelia Village or its affiliates or agents to obtain credit or consumer information about you, including an investigative consumer report, at any time prior to or during your employment with Amelia Village for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment-related purposes.

Applicant's Signature

Date

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 D.C. 20552.

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 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.
2. **You have a 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 an adverse action against you because of information in your credit report;

- You are the victim of identity theft and place a fraud alert on 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.

3. **You have a 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.
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 your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
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 ten years old.
7. **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.
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, or a potential employer, without your written consent given to the employer.
9. **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.
10. **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.
11. Identity theft victims and active 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:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>