

Application for Employment

Springfield Township
12000 Davisburg Road
Davisburg, MI 48350



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

PLEASE PRINT OR TYPE

Date of Application: _____ Position Applied For: _____

Name: _____

(Last)

(First)

(Middle)

Present Address: _____

Length of time at this address: _____

Telephone: _____ Cell Phone: _____

Have you applied with Springfield Township before? _____ If so when: _____

When can you start: _____

Are you employed now?: _____ May we contact your employer?: _____

Driver's License No. _____ State of Issuance _____ Exp. Date _____

_____ Operator _____ Commercial (CDL) _____ Commercial (CDLWP endorsement passenger)

Have you had any accidents during the past three years? _____ How many? _____

Have you had any moving violations during the past 3 years? _____ How many? _____

List any relatives who are Board Members, Commission Members, Appointees or Employees of the Township and your relationship to them: _____

Have you ever been convicted of a crime? _____ If so, when, where and nature of offense: _____

Are there any felony charges pending against you? _____ If yes, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? _____

If yes, explain: _____

MILITARY SERVICE RECORD

Were you in the United States Armed Forces? _____ If yes, what branch? _____

Rank/Type at Discharge: _____ Date of discharge: _____

Are you in the reserves? _____ Yes _____ No If yes, date obligation ends: _____

	Elementary	High School or Equivalent	College or University	Other
Name of School				
Circle Highest Years Completed:	4 5 6 7 8	8 9 10 11 12	1 2 3 4	1 2 3 4
Degree Received:	N/A	N/A		
Describe Course Of Study:	N/A			

School Activities, Honors or Accomplishments:

Apprenticeship(s), Specialized Training, Skills:

Licenses, Certifications, Etc.:

TRAINING AND EXPERIENCE

Typing Speed: _____ W.P.M.

Computer knowledge (include software): _____

Equipment or Machines: _____

Other: _____

Are there any other experiences, skills or qualifications, which you feel would especially qualify you for your work with Springfield Township? (Applicants are invited to submit resumes or other pertinent information in written form.) _____

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

Name _____

Address _____

Telephone Number _____ Relationship _____

PAST AND PRESENT EMPLOYMENT

List below your present and past employment, beginning with your most recent employer. This section must be completed even if a resume is attached.

Employer Name: _____

Address: _____

Type of Business: _____

Telephone: _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hourly/Monthly/Yearly

Describe the work you did: _____

Employer Name: _____

Address: _____

Type of Business: _____

Telephone: _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hourly/Monthly/Yearly

Describe the work you did: _____

Employer Name: _____

Address: _____

Type of Business: _____

Telephone: _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hourly/Monthly/Yearly

Describe the work you did: _____

PERSONAL REFERENCES: Please list below the names of three people that are not related to you and who have knowledge of your experience and qualifications for the position.

Name	Address	Telephone Number	Years Acquainted
1.			
2.			
3.			



Fair Credit Reporting Act
Background Check Release of Liability

In connection with the processing of my application for employment and for the duration of my employment (or independent contract for services) with **Springfield Township** ("the Company"). I and my heirs, executors, administrators, successors and assigns, hereby release the Company, its related affiliates, and the respective officials, administrators, and employees from any causes of action, claims, liability and demands whatsoever, in law or equity, which I may have, or claim to have, against any or all of said entities or individuals arising from, or occurring as a result of the investigation or any other action taken by the Company relating to the request of my consumer report.

By signing this form, I acknowledge I have read and fully understand the above authorization and do accept the above restrictions.

Full Printed Name

Full Signed Name

(For purposes of this document, an electronic signature will be treated as an original.)

Date



Inquiry Release

I understand that my employer, **Springfield Township** (the “Company”), may obtain information contained in credit reports, including my criminal history, to evaluate my qualifications for employment and, if I am hired, for promotion or continued employment. I authorize the Company or its third-party designee, to investigate all statements contained on the employment application completed by me, to investigate the references listed on said employment application, and to conduct, order and acquire any background information before, during or after my employment with the Company, including:

- Consumer reports, which are a written, oral, or other communication by a consumer reporting agency, and investigative consumer reports, which contain information otherwise bearing on my creditworthiness, character, general reputation, personal characteristics, or mode of living, including investigating employment incidents. These reports may include, but are not limited to, credit histories, criminal records, motor vehicle reports or driving records, reference checks, workers’ compensation history reports, educational records and all employment records, and other background checks.

The above information shall collectively constitute (the “Background Information”).

I understand and agree that the Background Information is of material importance to the Company, for employment purposes.

This authorization shall remain on file and shall serve as an ongoing authorization for procurement of consumer reports and investigative consumer reports.

PLEASE PRINT

First:	Middle:	Last:
Maiden/Other Name Used:		
Current Address:		
City:	State:	Zip:
Date of Birth:	Social Security Number:	
Driver’s License Number:		State Issued:
Applicant’s Signature:		Date:

For purposes of this document, an electronic signature will be treated as an original.

Please check this box to have a copy of your report sent directly to you via mail or email at:

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, DC 20552.**

• **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, 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 the 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 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 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 years old, or bankruptcies that are more than 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.

- **The following FCRA right applies with respect to nationwide consumer reporting agencies:**

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.

The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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.

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:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

<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, SE Washington, DC 20590</p>
<p>4. Creditors Subject to 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 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 St 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>

ADDITIONAL STATE LAW FCRA NOTICES

If you are a California, Maine, Massachusetts, Minnesota, New York, Oklahoma, or Washington State applicant, employee or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by Company during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at Company's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. Company has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine, to request and promptly receive from all such agencies copies of any such reports.

MASSACHUSETTS: If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after the receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California, Minnesota or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.