

**CITY OF NEDERLAND
PARKS & RECREATION DEPT.
2019 SWIMMING POOL SEASON
APPLICATION PACKET FOR:**

**LIFEGUARD/WATER SAFETY INSTRUCTOR AIDE,
WATER SAFETY INSTRUCTOR and CASHIER**

Packet contains:

- 1.) **Job Posting** – provides information on type of employment, benefits eligibility, pay scale, and application period.
- 2.) **Position Classification Plan** – description of the job including supervisory responsibilities, competencies, required qualifications, required education, required skills, required certificates, licenses, and registrations, physical demands, and work environment.
- 3.) **Employment Application** – all fields are required and must be completed with as much detail as possible. Dates should be month and year.

Return applications to:

Nederland Personnel Department
207 N. 12th Street
Nederland, TX 77627
(409) 723-1500
Contact: Holly Guidry, HR Director

OR

Nederland Parks & Recreation Department
2301 Avenue H
Nederland, TX 77627
(409) 724-0773
Contact: Angela Fanette, Parks/Recreation Director

Lifeguard Certification or Renewal

Information about registering for a course to obtain an American Red Cross Lifeguard Certification (or Lifeguard Certification renewal) may be obtained by visiting the following website:

<https://www.lamar.edu/students/student-engagement/recreational-sports/aquatics/lifeguard-certification.html>

Course Reimbursement Eligibility

Individuals who are hired and work for the duration of the pool season (Memorial Day to Labor Day) may be eligible for a reimbursement for their lifeguard certificate expense. The lifeguard certificate must have been completed within the last 12 months from the start of the pool season and a receipt for the course must be submitted to the Parks Director for reimbursement consideration.

CITY OF NEDERLAND

JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the positions of:

Job Titles:	Life Guard / Water Safety Instructor (WSI) Aide	Water Safety Instructor (WSI)	Cashier
Requirements	At least age 15 by May 10	At least age 16 by May 10	At least age 16 by May 10
Pay Rate:	\$12.00/Hour	\$14.00/Hour	\$7.50/Hour
Department/Division:	Parks & Recreation (2019 Summer Pool Program)		
City Classification:	Temporary Part Time		
FLSA Classification:	Non-Exempt (Hourly)		
Applications Open:	January 29, 2019		
Application Deadline:	Applications will be issued until all positions are filled; however, our goal is to have all positions filled by May 1, 2019		
Open To:	The Public		

These positions are open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received no later than the closing date/time listed above. Applications may be downloaded from the City's website at www.ci.nederland.tx.us or picked up or turned in at the following locations:

<p>City of Nederland Recreation Building 2301 Avenue H, Nederland, Texas (409) 724-0773, (409) 723-1563</p> <p>Or</p> <p>City of Nederland Personnel Department 207 N. 12th Street, Nederland, Texas (409) 723-1500</p>

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, sexual orientation, or any other class protected by law. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1500 Telephone, (409) 723-1550 Facsimile



JOB DESCRIPTION Lifeguard

DEPARTMENT: Parks & Recreation

DATE: March 2017

SUMMARY: Under basic supervision of the Recreation/Aquatic Assistant, monitors facilities and guests, and enforces rules and safety standards.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitors aquatics facility and guests, and enforces good sportsmanship, rules, and safety standards; assists guests in recreation activities and special programs; controls, maintains, and issues an assortment of aquatics equipment; reports and resolves complaints, special requests, safety conditions, security issues, and illegal activities within scope of authority; monitors behavior and maintains discipline.
- Enters the water to rescue persons in distress; resuscitates rescued swimmers; administers first aid to the injured, and calls Emergency Medical Services (EMS) on serious accident cases.
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules, and regulations governing the conduct and safety of public recreation programs.
- Lifesaving methods and procedures, including first aid, water rescue methods, and standard resuscitation measures.

Skill in:

- Monitoring pool facility and guests for violations of rules and safety standards.
- Effectively using techniques for standard water approach, rescue, and resuscitation.
- Promoting a positive recreation environment and good personal behavior.
- Acting quickly and calmly in emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; OR 16 years of age and enrolled in High School.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Must possess current certifications for American Red Cross Lifeguard, and CPR for the Professional Rescuer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City park facilities and special event venues; moderate physical demands are required, with excellent swimming skills; must maintain the physical standards prescribed by the City.



JOB DESCRIPTION

Water Safety Instructor - Aide

DEPARTMENT: Parks & Recreation

DATE: March 2017

SUMMARY: Under basic supervision of the Recreation/Aquatic Assistant, assists with planning, teaching, and coordinating learn-to-swim and water safety courses at the City Pool; monitors facilities and guests, and enforces rules and safety standards.

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists with planning, coordinating, and teaching learn-to-swim and water safety courses; assists with organizing swimming contests, sports contests, play days, and other aquatic special events as assigned.
- Assists in providing aquatic recreation activities and events at the City Pool; sets up pool facilities for events and scheduled programs; maintains equipment and facilities in clean and safe condition; duties may vary according to job assignment.
- Monitors aquatics facility and guests, and enforces good sportsmanship, rules, and safety standards; assists guests in recreation activities and special programs; controls, maintains, and issues an assortment of aquatics equipment; reports and resolves complaints, special requests, safety conditions, security issues, and illegal activities within scope of authority; monitors behavior and maintains discipline.
- Prevents accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of swimming pool and recreation program patrons; watches activities in the water, on pool slides/apparatus, and on swimming pool decks for individuals who may need assistance or guidance.
- Warns patrons against dangerous practices such as running on the deck and diving into shallow water; instructs non-swimmers and weak swimmers to stay out of deep water.
- Assists in emergency situations and calls Emergency Medical Services (EMS) on serious accident cases.
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules, and regulations governing the conduct and safety of public recreation programs.
- The rules, regulations, policies, and operating procedures of City Aquatics programs.
- Swimming pool safety rules and regulations.
- Lifesaving methods and procedures, including first aid, water rescue methods, and standard resuscitation measures.

Skill in:

- Monitoring pool facility and guests for violations of rules and safety standards.
- Effectively using techniques for standard water approach, rescue, and resuscitation.
- Promoting a positive recreation environment and good personal behavior.
- Promoting and enforcing safe work practices.
- Acting quickly and calmly in emergency situations.

- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; OR 16 years of age and enrolled in High School.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Must possess current certifications for American Red Cross Lifeguard, and CPR for the Professional Rescuer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City park facilities and special event venues; moderate physical demands are required, with excellent swimming skills; must maintain the physical standards prescribed by the City.



JOB DESCRIPTION

Water Safety Instructor

DEPARTMENT: Parks & Recreation

DATE: March 2017

SUMMARY: Under basic supervision of the Recreation/Aquatic Assistant, plans, teaches, and coordinates learn-to-swim and water safety courses at the City Pool; monitors facilities and guests, and enforces rules and safety standards.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, coordinates, and teaches learn-to-swim and water safety courses; organizes and oversees swimming contests, sports contests, play days, and other aquatic special events as assigned.
- Assists in providing aquatic recreation activities and events at the City Pool; sets up pool facilities for events and scheduled programs; maintains equipment and facilities in clean and safe condition; duties may vary according to job assignment.
- Monitors aquatics facility and guests, and enforces good sportsmanship, rules, and safety standards; assists guests in recreation activities and special programs; controls, maintains, and issues an assortment of aquatics equipment; reports and resolves complaints, special requests, safety conditions, security issues, and illegal activities within scope of authority.
- Supervises program participants, and enforces rules, regulations, and safety precautions at indoor and outdoor facilities and special events; monitors behavior and maintains discipline.
- Prevents accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of swimming pool and recreation program patrons; watches activities in the water, on pool slides/apparatus, and on swimming pool decks for individuals who may need assistance or guidance.
- Warns patrons against dangerous practices such as running on the deck and diving into shallow water; instructs non-swimmers and weak swimmers to stay out of deep water.
- Assists in emergency situations and calls Emergency Medical Services (EMS) on serious accident cases.
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules, and regulations governing the conduct and safety of public recreation programs.
- The rules, regulations, policies, and operating procedures of City Aquatics programs.
- Swimming pool safety rules and regulations.

Skill in:

- Monitoring pool facility and guests for violations of rules and safety standards.
- Teaching water safety and recreation classes.
- Promoting a positive recreation environment and good personal behavior.
- Promoting and enforcing safe work practices.
- Acting quickly and calmly in emergency situations.

- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; OR 16 years of age and enrolled in High School.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Must possess current certification for American Red Cross Water Safety Instructor.
- Depending on the needs of the City, additional technical training and certifications may be required for some incumbents.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City park facilities and special event venues; moderate physical demands are required, with excellent swimming skills; must maintain the physical standards prescribed by the City.



JOB DESCRIPTION

Cashier

DEPARTMENT: Parks & Recreation

DATE: March 2017

SUMMARY: Under basic supervision of the Recreation/Aquatic Assistant, performs routine customer service and clerical functions.

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs cashier duties in accordance with standard procedures and City policy; receives and records payments; counts and verifies receipt totals; prepares food items for sale in pool concession stand; maintains food and supplies inventory; maintains a clean and sanitary work environment.
- Provides prompt, courteous, and accurate service to the public
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Basic principles and practices of accounting, bookkeeping, and records maintenance.
- Proper safety and sanitation practices and methods used in food preparation and storage.
- Customer service standards and protocols.

Skill in:

- Following and maintaining safety standards.
- Food preparation, cleaning, and sanitation techniques and practices.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; OR 16 years of age and enrolled in High School.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a food concession stand, with risk of burns and cuts; moderate physical demands with frequent lifting, carrying, and moving of food, materials and equipment.

Status:

- Accept
 -Decline

**CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 03/2017)**

City of Nederland Personnel Office
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.				
Position applied for: <input type="checkbox"/> -Life Guard / Water Safety Instructor Aide <input type="checkbox"/> -Water Safety Instructor (Swimming Instructor) <input type="checkbox"/> -Cashier				
Referral source:	<input type="checkbox"/> -City bulletin board	<input type="checkbox"/> -High School	<input type="checkbox"/> -Red Cross/YMCA	
	<input type="checkbox"/> -City web-site	<input type="checkbox"/> -Lamar	<input type="checkbox"/> -Other	
Name of source, if applicable:				
Date application issued:		Date application returned:		
Name (Last, First, Middle):				
If ever known by any other name(s), including maiden names, please list full name(s):				
Drivers license number:				
Mailing address:	Street or box	City	State	Zip
Physical address:	Street	City	State	Zip
Telephone numbers:	Residence-()	Cell-()		
Have you submitted an application here before? If yes, give approximate dates.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been employed by the City of Nederland Pool? If yes, when and what position(s)?				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you authorized to work in this country?				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
If necessary, best time to call you at <input type="checkbox"/> -residence <input type="checkbox"/> -cell phone is:				am/pm
CRIMINAL HISTORY				
Have you ever been convicted of, pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? (Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.) If yes, describe in full on a separate page, including dates, criminal offenses, location (city and state), and disposition.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes, describe in full on a separate page, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No

PLEASE ATTACH COPIES OF YOUR CERTIFICATES!

EDUCATIONAL BACKGROUND					
Education	Graduated	Degree (or Credits)	Major	GPA	School
High School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
College	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Special Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				

LIFEGUARD / WATER SAFETY INSTRUCTOR (WSI) AIDE - JOB REQUIREMENTS QUESTIONNAIRE	
Do you hold a current American Red Cross Life Guard certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross CPR certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross Standard First Aid certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Will you be 15 years of age or older by <u>May 10</u> of this summer?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

WATER SAFETY INSTRUCTOR (SWIMMING INSTRUCTOR) - JOB REQUIREMENTS QUESTIONNAIRE	
Do you hold a current American Red Cross Water Safety Instructor certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross Lifeguard training certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross Standard First Aid certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross CPR for the Professional Rescuer certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Will you be 16 years of age or older by <u>May 10</u> of this summer?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

CASHIER - JOB REQUIREMENTS QUESTIONNAIRE	
Will you be 16 years of age or older by <u>May10</u> of this summer?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

SKILLS AND QUALIFICATIONS List any other 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.

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.)	
Organization	Licenses, Certificates, Offices Held

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial driver's license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and

all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state of federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name



DISCLOSURE AUTHORIZATION AND CONSENT FORM

PLEASE READ CAREFULLY

We truly welcome your application with **Company**. You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume.

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification may be obtained for the purpose of this employment application. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that **AccuSource, Inc.** has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Company** may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under **Company** employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, 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. I authorize **AccuSource, Inc.** at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, customerservice@accusource-online.com, www.accusource-online.com, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Company**. **Contact AccuSource, Inc., if you want to receive a copy of our Information Security Policy.**

I have read and understand this disclosure, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide **AccuSource, Inc.** with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used (MAIDEN NAME)	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
← RELEASE MUST BE SIGNED		
<i>Applicant's Signature</i>	<i>Today's Date</i>	

- I understand my credit report will be pulled from TransUnion and wish to receive a copy of the Credit Report from TransUnion directly. (California, Oklahoma, Minnesota residents only). *Disregard if Credit is not required as part of your consumer report.
- Please provide me with a copy of my investigative consumer report (California, New Jersey and New York residents only)