

HARRISON COUNTY PARKS AND RECREATION

Update Application

Please print, fill out and return to:
Harrison County Parks and Recreation
43 Recreation Drive
Clarksburg, WV 26301

APPLICANT INFORMATION

Remember, site assignments are made based upon the needs of the Harrison County Parks and Recreation Commission and its program and the number of returning employees and where they are being assigned. Every effort is made to accommodate the wishes and needs of our employees as far as work assignments, but the needs of the Harrison County Parks and Recreation Commission must come first in regards to work assignments and work hours.

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Home Phone	Cell Phone		
Email			
Date Available			
Position Applied for			
If you are applying for a position at a summer playground site, are you applying for a specific site?			YES NO
If answered Yes, which site?			
If a position is not available at that site, are you willing to be assigned elsewhere?			YES NO
What hours are best for you? Morning <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/>			
Are there hours you are unable to work?			YES NO
If the above question was Yes, please specify:			
EDUCATION (HIGHEST LEVEL AS OF JUNE)			
School	Address		
Did you graduate? YES NO	Degree		
MISC. INFORMATION			
List any other pertinent information that has changed:			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

In addition, I am granting the Harrison County Commission/Harrison County Parks and Recreation Commission permission to conduct reference inquires, except where indicated, otherwise by me, and further that a Criminal Background Check may be completed once an offer of employment is made to me. I understand that nothing in this application or the interview process is intended to create an employment contract between the County and me.

Signature:

Date

Harrison County Commission/Harrison County Parks and Recreation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, relation, age, disability, political belief, veteran's status, sexual orientation, or marital or family status. A TDD for the hearing impaired is located in the Harrison County Commission Office and the phone number for the TDD is 304.624.8600. Anyone having questions concerning or needing special accommodations should contact the ADA Coordinator c/o Harrison County Planning Commission.

18 years of age or older:

If it has exceeded 1 year since your last application, complete the form on the following pages, and submit with your application.

Subject Information

Full Name (Type or Print Legibly)

Signature

Other Names Used (Maiden, Divorced, Alias, Etc.)

1. _____ 2. _____ 3. _____

Social Security Number

Date of Birth

Driver's License Number

State of Issue

Sex

Please provide your residential addresses, listing your CURRENT address first:

1.	_____	To
	Street Address/City/State/Zip	From (yrs)
2.	_____	To
	Street Address/City/State/Zip	From (yrs)
3.	_____	To
	Street Address/City/State/Zip	From (yrs)
4.	_____	To
	Street Address/City/State/Zip	From (yrs)
5.	_____	To
	Street Address/City/State/Zip	From (yrs)

Have you ever been convicted of a criminal offense or have any pending charges? __ Yes __ No

If yes, give full details, including date(s) and location(s) of the court: _____

Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports

Section I: Disclosure

Harrison County Commission may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by an outside agency— **Credential Research, LLC.** — **Address: PO Box 828 Hawkins, TX 75765.** As a result, Credential Research may obtain a Consumer Report on you as an applicant or during employment.

A consumer report is a compilation of information that might affect your employability. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, drug screening results, worker's compensation record, education credentials, identity, past addresses, social security number, previous employment and personal references.

Should an employer rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as "denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee."

Section II: Authorization and Release

I have carefully read and understand this Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, Credential Research, LLC., to the Company and its designated representatives and agents. By my signature below, I authorize the company to share the contents of this consumer report or investigative consumer report with its partners and clients in an effort to place me into an employment /independent contractor relationship with those partners. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency. By my signature below, I certify the information I provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of the Company.

☐ **I authorize that I have read and agree to the terms of the Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports. I also acknowledge that I have received a copy of Section III: A Summary of Rights under the FCRA.**

Applicant Name: _____ **Email:** _____

Applicant Signature: _____ **Date:** _____

☐ **Check this box to receive a free copy of any Consumer Report, or Investigative Consumer Report from Credential Research at support@credentialresearch.com**