

City of Dothan, Alabama
CIVIL ENGINEER
Supplemental Application Form

This form will be used to determine if you meet the basic qualifications as listed on the job description (see job description inside your employment or in-house application). Answer all questions as accurately as possible. Some questions request an explanation to support a "yes" answer. Your explanation should contain experience, education, etc., to show that you do possess whatever skill, knowledge or experience being addressed in the question. Employment and volunteer experiences used to answer any of the questions must be listed on your application.

If you use military experience to meet the experience requirements, do not give dates of your entire tour of duty. Rather, you should indicate on your employment application, the month and year you began performing these duties and the month and year you stopped. If you need additional space, attach additional sheets of paper to your application.

1. Do you have a valid operator driver's license? (Please present driver's license at time of application or a copy if unable to return in person.)

Yes _____ No _____

2. Have you graduated from an accredited college or university with a Bachelor of Science in Civil Engineering?

Yes _____ No _____

3. Do you have at least two years of recent experience in technical civil engineering office and fieldwork?

Yes _____ No _____

If yes, list employers where you gained this experience:

4. Do you possess an Engineering Intern Certificate?

Yes _____ No _____

I certify that the information is accurate to the best of my knowledge and belief. I understand that misrepresentation or omission of facts will be cause of cancellation of consideration for employment/promotion; or termination if employed.

Signature of Applicant

Date

**The City of Dothan, Alabama
Release of Information Form**

I, _____, authorize the City of Dothan to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my qualifications, including my experience, skill, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that the City of Dothan might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I further authorize any person, business entity, or governmental/law enforcement agencies that may have information regarding my driving record and/or criminal history to disclose the same to the City of Dothan or its agents.

In exchange for the City of Dothan's consideration of my employment application, I agree not to file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to the City of Dothan or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal actions against the City of Dothan or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

The contact person and address of the City of Dothan is as follows:

Ms. Kai W. Davis, HR/Personnel Director
City of Dothan Personnel Department
Post Office Box 2128
Dothan, AL 36302

Signature: _____ Date: _____

For identification purposes, applicants should print the following information:

First, Middle, Last Names: _____

Street Address: _____

City, State, and Zip Code: _____

**The City of Dothan, Alabama
Credit Check Consent Form**

Instructions to Applicants

As part of the City of Dothan's screening process, we plan to obtain a consumer report, also known as a credit report, on all applicants certified for this position. Under the Fair Credit Reporting Act, the City of Dothan cannot request any information from a consumer reporting agency without an individual's written consent. As a result, we are requesting you fill out and sign this consent form. Failure to complete this form discontinues the application process.

CONSENT TO RELEASE CONSUMER REPORT

As a condition for employment/promotion/transfer, the City of Dothan, AL has requested access to my consumer reports. By signing below, I authorize consumer reporting agencies to release to the City of Dothan any information from my files that legally can be disclosed in consumer reports under the Fair Credit Reporting Act and related state laws.

The contact person and address of the City of Dothan is as follows:

Ms. Kai W. Davis, HR/Personnel Director
City of Dothan Personnel Department
Post Office Box 2128
Dothan, AL 36302

Signature: _____ Date: _____

For identification purposes, applicants should print the following information:

First, Middle, Last Names: _____

Street Address: _____

City, State, and Zip Code: _____

SSN: _____

(Social Security Number will be safeguarded and only used for its intended purpose)

Attachment: "A Summary of Your Rights Under the Fair Credit Reporting Act"

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 that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.

You can find out what is in your file. At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identify theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.

You have a right to know your credit score. Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.

You can dispute inaccurate information with the consumer reporting agency. If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.

Inaccurate information must be corrected or deleted. A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.

Outdated negative information may not be reported. 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 as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers. A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.

You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers. These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future. You may opt-out at the major credit bureaus by calling 1-800-XXXXXXX.

You may seek damages from violators. If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights. Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file “active duty” alerts to help prevent identity theft. For more information, visit www.ftc.gov/credit.

The FCRA gives several federal agencies authority to enforce the FCRA:

TO COMPLAIN AND FOR INFORMATION:	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051