



INSTRUCTIONS FOR COMPLETING AN APPLICATION PACKET FOR EMPLOYMENT WITH THE CITY OF COVINGTON

1. Fill out and return the entire application packet including names of supervisors, telephone numbers, addresses, duties, etc. A notation of "See Resume" or "See Attached" is not acceptable and will not be used for evaluation purposes.
2. You must apply for an exact job title (only one job title per application packet, i.e. Secretary, Equipment Operator, Laborer, etc.). A job description for the job title for which you are applying is available for your review.
3. You may be asked to provide documentation for employment eligibility and for all minimum job requirements such as driver's license, high school diploma, P.O.S.T. certification, etc. **All applicants of the City of Covington must submit a 3 year driver's history (obtainable through the Georgia State Patrol).** Applicants must successfully pass pre-employment drug testing and a background investigation which may include information listed on application, driving history, criminal history, identity and credit report for all applicable jobs. Applications are not rejected because of minor omissions or deficiencies that can be corrected prior to the interviewing or testing process.
4. No application packet will be reviewed until **AFTER** the closing date for each job advertisement. Any application packet received after the closing date will not be considered for that advertised vacancy. You will be notified by phone or mail for a scheduled personal interview.
5. Applications will remain active for a period of 60 days. It will, however, be kept on file for 180 days. After the 180 day period, you must complete a new application packet. We do not update or renew inactive application packets. We will not notify you of the inactive status of your application packet.
6. We will accept resumes in lieu of the application packet; however, we do prefer that you complete an application packet if possible. You may then submit a copy of your resume along with the application. An incomplete application packet or misleading information will immediately disqualify you from consideration during our selection process.
7. Any person convicted for the first time of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana or a dangerous drug shall be ineligible for employment for a period of three months from the date of conviction. Any person convicted two or more times shall be ineligible for employment for a period of five years from the date of the most recent conviction.
8. An offer of employment for any position is contingent upon the successful completion of a pre-employment drug screen, satisfactory background report, and/or medical examination.
9. Since we may have questions, you **must** submit your completed application packet to the Personnel Department **only**.



**CITY OF COVINGTON
2194 EMORY STREET
COVINGTON, GEORGIA 30014**

AUTHORIZATION TO RELEASE INFORMATION

I have applied to the City of Covington, Georgia for employment. Part of the employment process is an investigation and verification of the information I provide on my application for employment and in occasional reports during my employment with the City of Covington, Georgia.

I do hereby authorize a review of and full disclosure of all records concerning me to the City of Covington, Georgia. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial statements and records wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics and private practitioners; employment records, including background reports, efficiency reports, complaints or grievances filed by or against me; motor vehicle record; criminal history information which may be in the files of any state or local criminal justice agency and/or any other information contained in your files relevant to my employment with the City of Covington, Georgia.

I hereby fully and finally release and discharge the City of Covington, Georgia and its officials, employees and agents from any and all liability for acts and omissions taken pursuant to this authorization. I similarly release all persons, corporations, and other entities who release any information or documents pursuant to this authorization. I represent and warrant that I will not, directly or indirectly, seek disclosure of information obtained pursuant to this authorization either to me or to anyone else.

I have carefully read and fully understand the contents of this authorization and I execute it voluntarily as my own free act and deed.

Full Name (print or type)

Address

Date of Birth

Social Security No.

Signature

Notary Public

Date

LABORCHEX INVESTIGATION AUTHORIZATION & ORDER FORM

Under the applicable provisions of the federal Fair Credit Reporting Act (FCRA), notice is hereby given that a consumer report or investigative consumer report may be made which may include information pertaining to your employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and as referenced in FMCSRs Parts 382.413 and 391.23. An investigation into your workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA). This entire report will be used for employment purposes only, and will be processed by LABORCHEX Companies, an employment screening service, 2506 Lakeland Drive #200, Jackson, MS 39232, 800-880-0366. LABORCHEX conducts business according to all applicable federal and state laws. LABORCHEX agrees to use its best and most precise efforts to furnish its clients (a "client" is defined as a business, company, or organization which contracts with LABORCHEX to provide employment screening services to them) with accurate, current, complete, and reliable information based on such information as it is reasonably available and obtained via applicable public records sources and/or information services utilized by LABORCHEX. Sources also include contact by phone, FAX, U.S. Mail, and electronic mail of an applicant's previous employers, education officials, and other individuals who can provide accurate verification and confirmation of the applicant's background. However, LABORCHEX cannot guarantee the accuracy of the information provided by these sources, which include courts, public record databases, commonly accepted information sources, and individuals, including previous employers.

PRIVACY NOTE: LABORCHEX does not distribute details of employment applications or results to anyone other than the client that requested the background investigation. Information provided by applicants is held by LABORCHEX in strict confidence according to all federal laws.

You are further advised that LABORCHEX does not counsel its clients regarding their hiring policies and procedures. LABORCHEX will not have any knowledge as to why you have been offered a position or the reasons why you were denied employment, and will not be responsible or liable for actions taken by its client. Under the provisions of the FCRA, you have the right to dispute information provided in a report and, after providing proper identification, you can request a copy of such report(s), including details about the sources of information. Such information will be provided to you at no cost within 30 days after receiving your request. The company, business, or organization at which you applied will provide this information for employment. Upon your request, LABORCHEX will provide additional details regarding your employment screening report, particularly the names of specific resources used to gather information, such as courts, public record databases, commonly accepted data sources, and individuals.

I, the undersigned, have read and fully understand the above notice. I hereby authorize LABORCHEX to investigate my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, personal characteristics, and information pertaining to a commercial driver's license and commercial driving work history, including inquiries into drug and alcohol testing and use. I authorize LABORCHEX to verify the facts stated by me on the attached application and/or resume. I agree not to hold LABORCHEX responsible in any manner for errors in information provided to LABORCHEX by any of the sources LABORCHEX uses to obtain such information about my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, and personal characteristics. I also agree not to hold LABORCHEX responsible for reports deemed by me to be incorrect, when LABORCHEX has, in good faith and according to its established lawful practices, based its information on sources it normally utilizes, such as those listed above.

Date: _____ **Print Name:** _____
Applicant Signature: _____ **Soc.Sec.#:** _____
Address: _____
Date of Birth (for criminal and driving record checks): _____ **DL#** _____ **State** _____

BELOW IS FOR HUMAN RESOURCES OFFICE USE ONLY

Company Name: _____ Date: _____
Applicant Name: _____ Soc.Sec.#: _____

CHECK SCREENINGS REQUIRED FOR THIS APPLICANT

- | | |
|---|---|
| <input type="checkbox"/> Previous Employment Verification*
<input type="checkbox"/> D.O.T. (Special Screening for Commercial Drivers)*
<input type="checkbox"/> Education Verification* | <input type="checkbox"/> Driving Record Check |
| <input type="checkbox"/> Professional/Personal References* | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Professional License & Credential Check* | <input type="checkbox"/> Employment Credit Report |
| <input type="checkbox"/> Official Education Transcripts | |
| <input type="checkbox"/> CRIMINAL RECORD CHECKS (below) | |
| <input type="checkbox"/> CrimeChex Multi-State Criminal Index Check | |
| <input type="checkbox"/> CrimeChex PLUS Multi-State Criminal Index Check | |
| List Other Jurisdictions To Be Checked Here: | <input type="checkbox"/> National Address Search & Social Security # Validation |
| <input type="checkbox"/> Nationwide Federal Violations Criminal Record Check | |

***If you are not using the website to place orders for these levels of screening, please include the completed job application in your FAX to LABORCHEX.**

Signature of Official Authorizing Investigation: _____