



# LOUISVILLE PARKS AND RECREATION

PO BOX 37280, LOUISVILLE, KY 40233  
PH: (502) 574-7275 FAX: (502) 456-3250  
EMAIL: [ParksPersonnel@louisvilleky.gov](mailto:ParksPersonnel@louisvilleky.gov)  
**Equal Opportunity Employer**

## EMPLOYMENT APPLICATION

FRONT & BACK OF THIS APPLICATION MUST BE COMPLETED  
Unsigned or incomplete applications cannot be processed.

### POSITION APPLYING FOR: (CHECK 1)

Park Aide       Rec Aide       Lifeguard\*  
 JMF Program Aide      \*Lifeguard classes available  
call 897-9949

Request Placement at: \_\_\_\_\_

All applicants: Minimum of 16 years of age. All jobs work varying shifts and days. Must be able to stand, sit, walk as required and lift up to 50 lbs. Must be able provide information to the public to ensure safety. Location is not guaranteed. Must be able to work outdoors. Direct deposit is mandatory.

### REQUIRED\* APPLICANT INFORMATION:

Please print

\*LAST NAME: \_\_\_\_\_ \*FIRST NAME: \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_ \*CITY: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP: \_\_\_\_\_

\*HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

\*SOCIAL SECURITY NUMBER: \_\_\_\_\_ \*DATE OF BIRTH: \_\_\_\_\_

\*Have you ever been employed by Metro Parks?      YES      NO      Where? \_\_\_\_\_

\*Have you ever been employed by Louisville Metro Government?      YES      NO      Where? \_\_\_\_\_

Are you currently employed?      Yes      No      Where are you working? \_\_\_\_\_

Are you still in school?      Yes      No      Name of school: \_\_\_\_\_ Grade/level: \_\_\_\_\_

SKILLS & EXPERIENCE: Please check all items you can operate &/ or have done in the past:

Weed Eater	Mower	Chippers	Landscaping
Cleaning Buildings	Painting	Supervised Youth	Computer
Switchboard	Scorekeeping	Umpiring/Refereeing	Lifeguard
Lead fitness classes	Taught arts/crafts	Driver Route	Animal Care

Do you have a license?      YES      NO      If you have a CDL license what type: \_\_\_\_\_

*I certify under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware at any time should investigation show falsification, I will not be eligible for employment, and if already employed, subject to termination. I authorize Louisville Metro Government to make all necessary investigations and further authorize and request each former employer, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application or concerning me, my work habits, character, or my action in any transaction.*

\*Signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

EMPLID: \_\_\_\_\_ LAST WORKED: \_\_\_\_\_

HIRED: \_\_\_\_\_ ORIENTATION ON: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**NOTICE – BACKGROUND INVESTIGATION**

In connection with your employment application with Louisville Metro (the “Company”), this notice is intended to inform you that a consumer report and/or investigative consumer report may be obtained on you from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by our background screening provider, Plexus Global, by contacting the Company.

The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

**AUTHORIZATION**

By signing below you hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization and throughout the course of your employment, as described above.

Signature:	Print Name (including middle name):
Date:	Social Security Number:
Driver’s License # and State of Issuance:	Date of Birth:
Email Address:	Current Address:

**STATE LAW NOTICES AND DISCLOSURES – BACKGROUND INVESTIGATION**

**Pursuant to state law, the following disclosures are provided to state residents.**

**NEW YORK applicants or employees:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting Plexus Global | 19340 Jesse Lane, Suite 280 | Riverside, CA 92508—Phone: 1-844-516-1008.

**NEW YORK applicants or employees:** By signing below, you acknowledge receipt of a copy of [Article 23-A](#) of the New York Correction Law.

**WASHINGTON State applicants or employees:** You have the right to request from Plexus Global a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**MASSACHUSETTS, MINNESOTA and OKLAHOMA applicants or employees:** Please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by the Company.

Check box to receive report

**NEW JERSEY applicants or employees:** By signing below you acknowledge receipt of the New Jersey Fair Credit Reporting Act provisions.

**VERMONT applicants or employees:** By signing below you acknowledge receipt of the NOTICE – BACKGROUND INVESTIGATION AND USE OF CREDIT INFORMATION.

Signature:	Print Name:
Date:	

## Summary of Rights under the FCRA

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

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](http://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](http://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](http://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](http://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.

- **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](http://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
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks  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  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations  d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314

3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

\*Based on age as of  
September 1, 2020.