

List professional, trade, business or civic activities and offices held: (Exclude those which indicate race, color, religion, sex or national origin) _____

Give name, address and telephone number of three references who are not related to you and are not previous employers

EDUCATION

	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE PROFESSIONAL
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				
Honors Received				

State any additional information you feel may be helpful to use in considering your employment _____

Summarize special skills and qualifications acquired from employment or other experience _____

EMPLOYMENT

Start with your present or last job. Include military service assignments and volunteer activities

	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

DISCLOSURE AND AUTHORIZATION

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

NOTICE REGARDING BACKGROUND INVESTIGATION

Shumway Fire Protection District (“the Company”) may obtain information about you from a consumer reporting agency for purposes of employment, volunteering, or contractual services. Thus you be the subject of a “consumer report” and/or “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants, volunteers, and contractors is an investigation into your education and/or employment history conducted by Bushue Human Resource, Inc., 104 N Second St, Suite B, Effingham, IL 62401, (217)342-30420, or toll free (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Shumway Fire Protection District to obtain from any outside organizational manner of consumer reports and investigative consumer reports now and throughout the course of your employment or services to the district to the extent permitted by law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I 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 my employment and/or service, if applicable. To this end, I hereby authorize , without reservation, and law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resource, Inc., 104 N Second St, Suite B, Effingham, IL 62401, (217)342-30420, or toll free (877) 342-3042, or another outside organization acting on behalf of Shumway Fire Protection District, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as a valid as the original.

Last Name _____ First _____ Middle _____

Social Security # _____ Date of Birth _____

Residential History (*List all residential addresses in the last 7 years*)

Current Address _____ City/State/Zip _____ From _____ To _____

Previous Addresses _____ City/State/Zip _____ From _____ To _____

Previous Addresses _____ City/State/Zip _____ From _____ To _____

Signature: _____ Date: _____ Phone _____

FOR OFFICE USE ONLY -- DO NOT WRITE BELOW THIS LINE

Position Considered _____

Interviewed By _____

Date _____

Accepted for Employment _____

Comments _____
