

DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION
Administration Building
110 Wood and Grove Street
Morrisville, Pennsylvania 19067

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: In filling out your application, you are requested to furnish complete and accurate information. All questions must be answered. Use ink. Incomplete application will not be considered.

Print Name _____ Area Code: _____
 First Middle Last Phone No.: _____

Present Address: _____
 No. Street City State Zip Code

Social Security No. _____

Position Desired _____ When can you start? _____

Are there any hours, shifts or days you cannot work? Yes No If so, please identify: _____

Are you now employed? _____ If so, why do you wish to change? _____

Have you ever been discharged or asked to resign from any position? Yes No If so, explain: _____

Have you ever been convicted of a felony which has not been annulled, expunged or sealed by a court? Yes No
(A conviction shall not necessarily disqualify you from consideration for employment)

If yes, date of conviction: _____ Offense; explain fully: _____

Other Names Used:

Name: _____ Date Used: _____ to _____

Name: _____ Date Used: _____ to _____

Can you perform all essential functions of the position for which you are applying, with or without reasonable accommodation? Yes No

If employment is offered, can you submit photographic proof of identity and verification of your legal right to work in the United States? Yes No

EDUCATION

Did you graduate from high school or do you possess a high school equivalency certificate? Yes No
If you did not graduate from high school, what is the highest grade you completed? _____

COLLEGE AND GRADUATE SCHOOL: List any colleges, universities and graduate schools attended.			
Name and Location	Major Area of Study	Did you Graduate?	Degree Awarded (if any)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

OTHER SCHOOLS OR TRAINING COURSES			
Name and Location	Dates Attended	Subjects or Course	Was Course Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

List any additional education, training or skills related to the position desired: _____

EMPLOYMENT RECORD

List your work experience below, with most recent employment first. Give complete answers on all positions held. Attach additional sheets if necessary to give complete and detailed information. For specific duties, list volume and kind of work, and the number and kind of positions supervised, if any. Emphasize your own specific tasks.

Dates to/from _____ (month/year) - (month/year)	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Employer Name _____		
Address _____		Phone _____
Title _____	Salary _____	
Specific duties _____ _____		
Reason for leaving _____		
Supervisor's name _____		Can we contact supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>

Dates to/from _____ (month/year) - (month/year)	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Employer Name _____		
Address _____		Phone _____
Title _____	Salary _____	
Specific duties _____ _____		
Reason for leaving _____		
Supervisor's name _____		Can we contact supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>

Dates to/from _____ <small>(month/year) - (month/year)</small>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Employer Name _____		
Address _____		Phone _____
Title _____		Salary _____
Specific duties _____		
Reason for leaving _____		
Supervisor's name _____		Can we contact supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES (not related to you)

Name	Street Address	City and State	Zip Code	Telephone

READ CAREFULLY

All qualified applicants will receive consideration for appointment without regard to Race, Age, Sex, Color, National Origin, Religion, Creed, Disability, Political Affiliation, or any other prohibited classification.

CERTIFICATION OF APPLICANT: I hereby certify that I have not made any misrepresentations or falsifications in connection with this application for employment with the Delaware River Joint Toll Bridge Commission (“Commission”). I am aware that if it is determined that my application or other information provided by me in connection with this application contains any misrepresentations, falsifications, or misleading information, my application may be rejected and, if employed, my employment may be terminated. I agree to notify the Commission of any change of status while my application is pending.

BACKGROUND CHECK DISCLOSURE AND CONSENT: In connection with my application, I understand that the Commission may obtain or cause to be obtained a criminal records history report, a consumer report and/or an investigative consumer report. Such reports may contain information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, educational history, employment history, social security trace, driving records, consumer credit information, and civil and criminal court records. I understand that the Commission may obtain such information in part through interviews of persons acquainted with me, others who may have knowledge regarding my employment and/or educational background, and from various federal, state and local government agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, educational and other experiences. The Commission intends to use the information contained in these reports to evaluate me for potential employment. The fact that the Commission may obtain such reports does not mean, and should not be construed to mean, that the Commission has otherwise decided to offer me employment.

I understand that, if the Commission hires me, it may request a criminal records history report, a consumer report or an investigative consumer report about me for employment-related purposes during the course of my employment. The scope of this investigation would be the same nature and scope as described above for a pre-employment investigation, and that the purpose of such an investigation would be to evaluate my continuing suitability for employment, or whether I possess the minimum qualifications necessary for promotion or transfer to another position. I understand that my consent will apply throughout my employment, unless I revoke or cancel my consent by sending a signed letter or statement to Human Resources, stating that I revoke my consent and no longer allow the Commission to obtain criminal records history reports, consumer or investigative consumer reports about me.

SUBSTANCE SCREENING CONSENT: I understand that if I am offered employment, that offer is contingent on my successfully passing a urine drug and alcohol consumption test, i.e., a “negative” test result. You acknowledge that, while you are not being forced to consent to substance screening, failure to submit to substance screening in a timely manner will result in a denial of employment. You also authorize any physician, laboratory, hospital or medical professional retained by the Commission to conduct such screening and provide the results to the Commission, and you release the Commission, and any such institution or person conducting the screening from all liability there from.

EMPLOYMENT AT-WILL: I understand that, if employed, I will be an employee “at will” and that no stated term of employment is or can be offered, and that I may be terminated, disciplined, transferred, or demoted at the Commission’s will, at any time and for any reason or for no reason, without prior notice.

Date

Signature of Applicant

Where did you learn about this employment opportunity?

- DRJTBC Website
- Internal posting
- Newspaper
- Other (If so, please specify):

Para informacion en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

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 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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

• **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.ftc.gov/credit.

• **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.ftc.gov/credit.

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. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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 1-800-613-6743
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 Complaints 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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 of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051