

**TOWN OF CHESHIRE**  
**NOTICE TO APPLICANTS AND EMPLOYEES**

**EEO**

The Town of Cheshire is an Equal Opportunity Employer. State and Federal law prohibit discrimination on the basis of race, color, religious creed, age, sex, sexual preference, marital status, national origin, ancestry, present or past history of mental or physical disability, except in cases of a bona fide occupational qualification.

**PHYSICAL EXAMINATION AND DRUG TEST**

I understand that, upon receiving a conditional offer of hire from the Town of Cheshire, I may be required to pass a physical examination prior to actual employment to verify ability to meet the job requirements.

The Town of Cheshire is a drug free work place. The Town of Cheshire requires successful completion of a urinalysis drug test as part of its post-offer screening process. Drug tests are conducted for the Town by an outside professional laboratory.

**DISABILITY ACCOMMODATIONS**

Under the Americans with Disabilities Act, the Town of Cheshire is required to provide reasonable accommodations to qualified disabled applicants and employees for the employment process.

Reasonable accommodations will be provided upon request to qualified disabled persons if such accommodations are necessary for applicants to compete equitably in the employment process, or for an employee to perform the essential functions of his or her job.

Requests for such accommodations should be made in a timely fashion to the Town Manager's Office so that the Town of Cheshire can make any necessary arrangements.

**NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE**

As part of the hiring process, the Town of Cheshire will conduct a background check. If you are hired, the Town of Cheshire may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, the Town of Cheshire may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. A consumer report includes information regarding such issues as your credit standing, character and general reputation.

If the Town of Cheshire obtains a "consumer report" about you and if the Town of Cheshire considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Because we are required to notify applicants of our policies, we ask that you sign and date this notice. **YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS NOTICE IS NOT SIGNED AND DATED.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature