

ATTENTION

Please Review the Following Instructions:

Step 1: Open, Complete and Save the forms listed below. **PLEASE DO NOT SIGN THE FORMS.** The forms require a “wet signature” which will be completed in person at the time of background.

Step 2: Attach the completed forms (**WITHOUT SIGNATURES**) to the bottom of Step 1 of the 5 Step of the application process. Look for the “attachments” section and upload and attached completed background forms as “ROV Background Forms”. The file type and name of file should be designated as “ROV Background Forms”.

If forms cannot be attached at the time of application, please forward the completed forms to the following email:

Processunitemail.FGG@sdcounty.ca.gov

NOTE: Applications will not be processed or considered for hire **WITHOUT** the required background forms.

Any questions or concerns, please feel free to contact Lisa McAvoy at (858)505-6548 or Lisa.McAvoy@sdcounty.ca.gov.

**COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATION UNIT**

FINGERPRINT DATA SHEET & RESIDENCE HISTORY

To be completed by Applicant

Please Print

Last Name	First Name	Middle Name	List any other names you have ever used.	
Date of Birth (Month/Day/Year)		Place of Birth (City or County and State)		
Height	Weight	Color of Eyes	Color of Hair	
Gender	Social Security #	Driver's License #	State/Expiration	U. S. Citizen
<input type="checkbox"/> Male <input type="checkbox"/> Female				Yes No
Address: Street, Apt #	City	State/Zip Code	Home Phone	
Email address				

How long have you lived at this address? Years: _____ Months: _____

RESIDENCE HISTORY

Please provide the City and State/Country of your residence for the **LAST SEVEN YEARS** (do not include your address).

Dates	City	State/Country

Print Name

Signature of Applicant

Date

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CONVICTION DISCLOSURE

The intent of the criminal background investigation procedure is to allow the County of San Diego to evaluate up-to-date conviction information as it may relate to the actual position being filled. All convictions will be reviewed on a case-by-case basis. A conviction does not automatically mean that you cannot be appointed. Important considerations include, but are not limited to, the nature of the conviction, how long ago it occurred, and the type of position for which you are applying. Give all the facts so that a decision can be made. Failure to disclose previous convictions may result in disqualification.

Have you ever been convicted of an offense against the law? Yes No

You may omit: (1) traffic violations for which you paid a fine of \$500.00 or less; (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law; (3) marijuana-related violations of any of the following sections of the California Health and Safety Code: 11357(b) or (c), 11360(c), 11364, 11365 or 11550, or a statutory predecessor to these sections.

If you answer "yes" give details below. Show for each offense: (1) date, (2) charge, (3) location, (4) court, and (5) disposition of case.

Date	Charge	City/State	Court	Disposition of Case

Have you ever pled No Contest to an offense against the law? Yes No

If "yes", please explain details below.

If in the military service, were you ever convicted by a general court-martial? Yes No

If "yes", please explain details below.

Subsequent to an offer of employment, all employees will have their fingerprints taken. I agree that you may obtain a criminal history report through the California Department of Justice and a federal criminal history report through the Federal Bureau of Investigation. I understand that if appointed to the position for which I have applied, County of San Diego will have access to and receive subsequent arrest information.

CERTIFICATE OF APPLICANT: All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that any untruthful, misleading or omission of facts may be cause for removal of my name from any employment list and/or dismissal from any County of San Diego employment or volunteer status.

Print Name

Signature of Applicant

Date

**COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATION UNIT**

ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS

As an applicant for employment or volunteer status, I am aware that the County of San Diego may obtain public records regarding me for employment or promotion purposes. I acknowledge that the term public record as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one box only.

- I hereby elect to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.
- I hereby elect not to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.

AUTHORIZATION FOR RELEASE OF INFORMATION

As an applicant for employment with the County of San Diego, I hereby voluntarily authorize the County of San Diego to investigate my present and past record and character and to ascertain any and all information, which may concern my record and character.

This authorization includes, but is not limited to, information, records, statements, and opinions pertaining to my military convictions, financial status, criminal convictions, child abuse investigations, driving history, public assistance fraud benefit history, child protective services history, or educational histories, and information of a confidential or privileged nature.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information may be inextricably interwoven with other confidential data to which I would otherwise not be privy, pursuant to Labor Code Section 1198.5. I hereby knowingly, voluntarily, specifically, and permanently waive any rights pursuant to Labor Code Section 1198.5 or other legislation, to examine, review, or to otherwise discover any confidential information from this investigation, and all documents related thereto, whether by request, appeal, grievance, or by legal process.

Upon presentation of this release or a copy of it, I hereby direct and authorize you to fully and completely disclose and release such information and to release copies and abstracts to any authorized representative of the County of San Diego to conduct my background investigation.

This authorization or a copy of it, when presented through the U.S. Mail in conjunction with an official request or in person by an authorized representative of the County of San Diego is valid for a twenty-four (24) month period from the date indicated below. This release is executed with full knowledge and understanding that the information is for the official use of the County of San Diego in making employment decisions. I hereby release all persons, organization, corporations, or entities from any and all charges and liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it, specifically including Labor Code Section 1054.

Print Name

Signature of Applicant

Date



431 NORTH BRAND BLVD., SUITE 308, GLENDALE, CA 91203
TELEPHONE: (800) 716-7773 FACSIMILE: (888) 374-7324
WWW.EMPLOYEERELATIONS.COM

APPLICATION CERTIFICATION AND AUTHORIZATION

Please provide the information requested below. Date of birth and social security number are collected for the sole purpose of expediting your background investigation – it is not a factor in the evaluation of your application for employment. Failure to complete the form in full, print legibly or provide a signature may result in a delay.

FIRST NAME (PRINT): LAST NAME (PRINT):

ADDITIONAL/PREVIOUS NAME(S) USED:

SOCIAL SECURITY NUMBER: DATE OF BIRTH (MONTH/DAY/YEAR):

PHONE NUMBER: E-MAIL:

CURRENT ADDRESS (STREET, APT #):

CITY: STATE: ZIP CODE:

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? YEARS MONTHS U.S. CITIZEN: YES NO

DRIVER'S LICENSE NUMBER: STATE: EXPIRATION:

I hereby give COUNTY OF SAN DIEGO and EMPLOYEE RELATIONS, INC. the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, education, and activities, including, but not limited to, credit, criminal background information and driving record, and I release from all liability all persons, companies, schools, and corporations supplying such information. To the extent permitted by law, I indemnify you against any liability which might result from making such investigation. Additionally, I agree that you may obtain an investigative consumer report, or other information, regarding me and may consult certain files which are available. I understand that, to the extent required by law, EMPLOYEE RELATIONS, INC. will retain the results of this investigation and a copy of my application for employment. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in any application for employment, or other required documents, may be considered sufficient cause for denial of employment or discharge.

I understand that you may contact my previous employers and I authorize those employers to disclose to you all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, to the extent permitted by law, I hereby fully waive any rights or claims I have, or may have, against my former employers, their agents, employees, and representatives, as well as other individuals who release information to you, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Should an investigative consumer report be obtained from Employee Relations, Inc. in connection with my application for employment, I understand that I have the right to receive a copy of my report, free of charge, by checking the box below.

PLEASE PROVIDE ME A COPY OF ANY REPORT GENERATED ON ME AS A RESULT OF THIS APPLICATION FOR EMPLOYMENT

I have read and understand the Summary of Your Rights Under the Fair Credit Reporting Act and the Applicant Notification, a copy of which I acknowledge receiving, advising me that a comprehensive background investigation may be conducted, which may include inquiry into past employment, education, and activities, including but not limited to, credit, criminal background information, and my driving record.

SIGNATURE OF APPLICANT: DATE:

APPLICANT NOTIFICATION

In conjunction with your application for employment with us, we utilize the services of EMPLOYEE RELATIONS, INC. to conduct a background investigation regarding your character, general reputation, personal characteristics, and mode of living. The investigative report may be comprehensive and include inquiry into past employment, education, and activities, including, but not limited to public records, credit history, criminal background information, and driving record.

EMPLOYEE RELATIONS, INC. will, to the extent permitted by law, upon request, reasonable notice, and proper identification, provide you with information that was used in generating the report.

EMPLOYEE RELATIONS, INC. can be contacted at:

EMPLOYEE RELATIONS, INC.
431 NORTH BRAND BLVD, SUITE 308
GLENDALE, CA 91203
PHONE: (800) 716-7773
EMAIL: complianceofficer@erelations.com
WEBSITE: www.erelations.com

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, D.C. 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 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, 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 ten 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 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 20561 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 A775 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 20250 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator –GIPSA Washington, DC 20250 202-720-7051