

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

BACKGROUND CHECK DISCLOSURE

The County of San Diego may order a “consumer report” (a background report) on you in connection with your application for employment, and if you are hired, or if you already work for the County of San Diego, may order additional background reports on you for employment purposes.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living and criminal history.

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK.

PLEASE PROCEED TO THE NEXT PAGE.

**COUNTY OF SAN DIEGO
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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
Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/>			
			U. S. Citizen
			Yes <input type="checkbox"/> No <input type="checkbox"/>
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, State, Zip Code and Country of your residence for the **LAST SEVEN YEARS** (do not include your address).

Dates	City	State/Country	Zip Code

Print Name

Signature of Applicant

Date

COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
BACKGROUND INVESTIGATIONS UNIT

CRIMINAL CONVICTION DISCLOSURE

READ THE FOLLOWING BEFORE ANSWERING THE QUESTIONS BELOW:

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 disqualify you from appointment. Important considerations include, but are not limited to, the nature of the conviction, when the criminal offense occurred, and the type of position for which you are applying. Give all facts so that decision may be made. Failure to disclose previous convictions may result in disqualification. However, you are not required to disclose certain types of convictions as noted below.

When answering the questions below, DO NOT mark “Yes” unless a court issued a judgment of conviction against you for a criminal offense. In addition, a conviction DOES NOT include any of the following:

1. A vehicle-related infraction for which you were not ordered to pay a fine exceeding \$500.00;
2. Any conviction for an offense committed before your 21st birthday that was finally adjudicated in a juvenile court or under a Youth Offender law;
3. Marijuana-related misdemeanor convictions that are more than two-years old for 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;
4. A conviction that was judicially dismissed or ordered sealed, expunged or statutorily eradicated pursuant to law, including, but not limited to, Penal Code sections 1203.4, 1203.4a, 1203.425, 1203.45, and 1210.1;
5. A conviction for which you received a full pardon or were issued a certificate of rehabilitation.

If you were convicted of a crime but are unsure if you are required to disclose it under one of the exceptions above, or you are unsure if a conviction was entered by the court, you should: (1) review any documents you received from the court, a probation department, parole office, prosecutor or an attorney; and/or (2) obtain your case file by visiting the website and/or location of the court where the criminal case was adjudicated. If you intentionally withhold the information requested in this form, you may be disqualified from further consideration.

If you disclose an offense for which there is no record of conviction, or disclose a type of conviction that you are not required to disclose, the information will not be used when evaluating your suitability for employment.

Based on the instructions to you above, have you ever been convicted of a criminal offense under any state or federal law in the United States of America? Yes No

If you answered “yes,” provide the following details regarding the offense: (1) date of conviction; (2) charge(s) convicted; (3) city and state where the offense occurred; (4) name of the court that entered the conviction; and (5) status of any sentence, probation or parole.

Date	Charge(s)	City/State	Court	Status of sentence

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

If “yes,” please explain the 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 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.

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ANY AUTHORIZATION
FOR RELEASE OF INFORMATION**

**DISCLOSURE UNDER THE FAIR CREDIT REPORTING ACT (15 U.S.C. §1681b)
INFORMATION ABOUT YOU MAY BE OBTAINED FROM A CONSUMER REPORTING
AGENCY**

The County of San Diego may obtain a “consumer reporting” and/or an “investigative consumer report” from a Consumer Reporting Agency for the purpose of evaluating your suitability for employment in the position for which you submitted an application. A consumer report may include one or more of the following types of information about you: verification of social security number, credit history, criminal history, social driving record, employment history, education, social media, your character, general reputation, personal characteristics, and/or mode of living.

The Consumer Reporting Agency obtains information from different data sources and may include personal interviews of person who may know you or have knowledge concerning any such items of information.

The Consumer Reporting Agency is **Employers Choice Screening, 13210 Florence Ave. Santa Fe Springs, CA. 90670 P:(800) 424-7011, www.employerschoicesscreening.com**.

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, if applicable. To this end, I hereby authorize, without reservation, any 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 **Employers Choice Screening, 13210 Florence Ave, Santa Fe Springs, CA 90670 (800) 424-7011**, another outside organization acting on behalf of The County of San Diego, and/or The County of San Diego itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW AND SECTION 1785.20.5 OF THE CIVIL CODE.

Last Name:	First:	Middle Name:
Alias Names:		
* Social Security #:	* Date of Birth: <i>(YEAR OF BIRTH IS VOLUNTARY)</i>	
Drivers' License #:	State of Drivers License	
Current Address:	Home Phone #:	Cellular Phone #:
City / State / Zip code:		
Signature:	Date:	

*PROVIDING YEAR OF BIRTH IS STRICTLY VOLUNTARY. THIS INFORMATION WILL ALLOW ECO TO PROPERLY IDENTIFY YOU IN THE EVENT WE FIND ADVERSE INFORMATION DURING THE COURSE OF A BACKGROUND INVESTIGATION. YOUR INFORMATION WILL NOT BE USED AS HIRING CRITERIA.

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

CALIFORNIA DISCLOSURE

The County of San Diego may order an investigative consumer report on you in connection with your application for employment, and if you are hired, or if you already work for the County of San Diego, may order additional such reports on you for employment purposes. Such reports may contain information about your character, general reputation, personal characteristics, and mode of living. The consumer reporting agency ("CRA"), **Employers Choice Online**, will prepare the investigative consumer report for the County. The CRA is located at **3210 Florence Ave. San Fe Springs, CA 90670** and can be reached at (800) 424-7011. The privacy policies for the CRA can be found at its Web site: www.employerschoicescreening.com.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

I acknowledge receipt of this standalone investigative consumer report disclosure:

Print Name

Signature of Applicant

Date

County of San Diego
Department of Human Resources
Medical Standards Unit
5530 Overland Avenue, Suite 210, San Diego, CA 92123

VOLUNTEER ASSIGNMENT MEDICAL EXAMINATION DISCLOSURE STATEMENT

I understand that any County conditional offer of a Volunteer Assignment to me will be contingent upon first, successful completion of a background check, and lastly, a medical clearance received from the County's contract medical provider. The County strongly recommends that, if I receive a conditional offer of a Volunteer Assignment, I maintain my current employment or volunteer assignment until I am notified by the County that medical clearance has been received. Regarding medical clearance issues, I understand the following:

1. Approximately one business day after I am notified that I have passed the background check conducted in regard to a conditional County offer of a Volunteer Assignment, I will receive a phone call from the County's medical provider to schedule a medical examination within five business days. My failure to accept the designated appointment date will jeopardize the proposed start date (it takes four business days for the examination results to be processed and reported to the County).
2. At the time of my scheduled medical examination, I must sign necessary forms consenting to the medical examination, to the drug screen (if required), and to authorize the release of the results to the County.
3. Results of the drug screen, if performed, are reviewed by a Medical Review Officer (MRO) and reported according to the protocols of the Omnibus Transportation Employee Testing Act of 1991. If the MRO reports the test result as dilute negative, the County has the option to order re-test, the County shall require immediate recollection and may require recollection under direct observation.
4. If I do not receive a medical clearance recommendation as a result of the medical examination, the County's medical contract provider will so advise the County's representative and the County's conditional offer of a Volunteer Assignment made to me is automatically withdrawn.
5. A failure to appear for the scheduled medical examination, a refusal to sign the necessary consent and authorization forms or a refusal to undergo the drug screen (if required) on the date of my scheduled medical examination constitute a failure of the comprehensive medical examination, are medically disqualifying, and shall result in my removal from consideration of a Volunteer Assignment.
6. The County reserves the right to withdraw its conditional offer of a Volunteer Assignment to me if I am placed on a medical hold as a result of my comprehensive medical examination. The County will inform me that I have been placed on a medical hold. My placement on medical hold does not in any way guarantee me the Volunteer Assignment for which I have received a conditional offer of a Volunteer Assignment. I further understand that during the time period of my medical hold the County reserves the right to fill the position with an applicant who has received a medical clearance recommendation.
7. In some circumstances, the Medical Review Officer may contact me for further information in order to complete the comprehensive medical examination. I understand that I must return their call within 48 hours in order to not be disqualified. Furthermore, if the comprehensive medical examination test results confirm the presence of an illegal drug or non-prescribed controlled substance, I understand that I will no longer be eligible for the Volunteer assignment.

Applicant's Signature

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

Para información en español, visite 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 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 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 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.
 - **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 +1-888-5-OPTOUT (+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.

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:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center--FCRA Washington, DC 20552 +1(877) 382- 4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20552 +1(877) 382-4357</p>