

# County of Sonoma

## Candidate Information Sheet

### **BACKGROUND INVESTIGATION REQUIREMENT**

As an employer, the County of Sonoma is interested in employing honest, reliable, efficient, productive, and otherwise qualified employees with good behavior; fostering a safe environment for employees, clients, residents and the public; avoiding negligent hiring and mitigating, if not avoiding unnecessary, liability or loss.

Pre-Employment Background checks are required of *all* candidates to whom an offer of employment is being *considered* for regularly allocated positions, or other assignments. Pre-Employment Background checks may also be requested for candidates being considered as an alternate, should the candidate(s) to whom a job offer is being considered waive or refuse the offer or not pass the background check.

You may be the subject of a background investigation. The investigation may be conducted by a consumer reporting agency and by County employees. The part conducted by the consumer reporting agency is shown on the Consumer Report Disclosures. County employees will contact your prior employers, references, etc. and may follow-up on the information provided by the consumer reporting agency.

To advance your application for full consideration you are required to read, complete, and bring all the attached forms (**except the Summary of Your Rights Under FCRA**) with you **to your interview with the department**. Some departments may require a credit report as part of the background investigation. For those departments, you will be required to sign a consent form at the time of your interview. Applicants who do not complete these forms or promptly submit them as requested will not be considered further in the employment process. *Please note: You must provide your social security number in order for the background process to be conducted. Failure to provide your social security number will result in your disqualification from further consideration.* Information received as part of the background process is privileged information, except for disclosures required by applicable law.

# County of Sonoma

## AUTHORIZATION AND RELEASE FORM

TO WHOM IT MAY CONCERN:

I am an applicant for the position of \_\_\_\_\_ with the County of Sonoma, Department of \_\_\_\_\_. I fully understand that my prospective employer will conduct an investigation into my personal fitness to serve in this capacity.

I hereby authorize you, your organization, its Custodian of Records, and/or persons in your employ to release any and all information which you may have concerning me, including information which may be of a confidential, privileged, and/or derogatory nature, including, but not limited to, employment information, education records and transcripts, and/or any other information which you may possess.

I also indemnify, release, and hold harmless you, your organization, its officers, agents and assigns from any liability or damages, whether in law or in equity, now and in the future, for furnishing the information requested by the bearer of this authorization form.

I certify that I have read this authorization form and understand its meaning and purpose. I may revoke the authorization to release records at any time by delivering in writing, such revocation to you/your organization. I understand that the waiver, release, and hold harmless provisions of this authorization apply to all records or organizations that release records, prior to the revocation of this authorization.

\_\_\_\_\_  
Name of Applicant (*Please print or type*)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# County of Sonoma

## INVESTIGATIVE CONSUMER REPORT DISCLOSURE & CONSENT FORM

(U.S.C. 1681d; CA Civil Code §1786.16)

### Disclosure

You have submitted an application for employment with the County of Sonoma. A consumer report may be procured as part of the application process to evaluate your suitability for employment. It may be an investigative consumer report that includes information on your character, general reputation, personal characteristics, and/or mode of living from a review of criminal and civil court records, social security verification, address verification, educational verification, professional job license verification/job certification verification, driving history, U.S. Department of Health and Human Service Office of Inspector General Program, bankruptcy, liens, and judgments. Persons with knowledge of such records and/or what has been reported related to them may be questioned to clarify, confirm, or otherwise advance the investigation.

The report, if ordered, will be prepared by Employee Relations, Inc, 20720 Ventura Blvd., Suite 200, Woodland Hills, CA 91364, (800) 716-7773. If you become the subject of a consumer report, you may request the consumer reporting agency provide you with a copy of the report and to make its files regarding you available for inspection. See California Civil Code §1786.10.

15 U.S.C. §1681d requires that you be informed of your right to request written disclosure of the nature and scope of the investigation and summary of your rights prepared pursuant to 15 U.S.C. §1681g. This form already provides a complete and accurate disclosure of the nature and scope of the investigation. The written summary of your rights prepared pursuant to 15 U.S.C. §1681g is attached. For us to provide you with another copy, you must request the information in writing and within a reasonable period after receipt of this notice.

### Consent

I, \_\_\_\_\_, hereby authorize Employee  
(Please print legibly)

Relations, Inc. (ERI) to investigate and otherwise procure an investigative consumer report on me for use of the County of Sonoma for employment purposes

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Reponse Center, Room 130-A Pennsylvania Ave. N.W., Washington, D.C. 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](http://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 a 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, 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](http://www.ftc.gov/credit) for additional information.

- **You have a 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 a 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](http://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](http://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 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 1-800-567-8688.
- **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](http://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 “NA” 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 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “FSB” 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 1-703-519-4600
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 MO 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 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator-GIPSA, Washington DC 20250 1-202-720-7051

# County of Sonoma

## Election to Receive/Not Receive Copy of Investigative Consumer Report

(CA Civil Code §1786.16(b)(I))

I, \_\_\_\_\_, have been advised that the County of Sonoma may request an investigative consumer report regarding me.

Check one:

Please provide me with a free copy of the report within three (3) regular business days of receipt by the requesting department.

I do not wish to receive a copy of any report that is prepared, or any public records that may be obtained.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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# County of Sonoma

## Election to Receive/Not Receive Public Records

I am aware that Sonoma County may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment, and/or promotion as well as conducting investigations into possible misconduct.

I acknowledge that the term public records as used herein is limited by California Government Code §1786.53(a)(3) 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, which may be obtained by the County of Sonoma for employment purposes under Civil Code §1786.53.

I hereby elect not to receive any public records, which may be obtained by the County of Sonoma for employment purposes under Civil Code § 1786.53

Signed: \_\_\_\_\_ Date: \_\_\_\_\_