



P I N A L • C O U N T Y

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FOR APPLICANT REVIEW AND RECORDS

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 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, since September 2005 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.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 1-888-5-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.ftc.gov/credit.
- **The FCRA gives several different federal agencies authority to enforce the FCRA:**

| FOR QUESTIONS OR CONCERNS REGARDING | PLEASE CONTACT |
|---|---|
| Consumer reporting agencies, creditors and others not listed below | Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 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 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 Programs Washington D.C. 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 Division of Compliance & Consumer Affairs Washington, DC 20429 - 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, 1921 | Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051 |



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CONSENT AND DISCLOSURE FORM

APPLICANT RELEASE

I understand a consumer report may be generated on me which may include obtaining information regarding, among other items, my work habits, performance and experience, along with reasons for termination of past employment, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the U.S Citizenship & Immigration Service) subject to state and federal law. I also understand, Pinal County may obtain further information through subsequent investigations by Sterling Testing Systems, Inc. so as to update, renew or extend employment. I fully understand that Pinal County and/or their agent Sterling Testing Systems, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Pinal County and/or their agent Sterling Testing Systems, Inc. to do so. I certify that all information provided below is true and complete to the best of my knowledge

- I hereby consent to this investigation and authorize, without reservation, any one contacted by Pinal County and/or their agent Sterling Testing Systems, Inc. to furnish the information as stated above.
- I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.
- I hereby authorize, without reservation Pinal County and/or their agent, Sterling Testing Systems, to contact my present employer for employment verification/references.
- I understand that before I am denied employment based, in whole or part, on information obtained in the consumer report, I will be provided a copy of the report and a description in writing of my rights under the FCRA.

Date: _____

Applicant's Signature

Phone

Printed Name (First Name)

(Middle Name)

(Last Name, Suffix)

Maiden Name/Other Names Used

Social Security Number - A Social Security Number is required for a criminal background check. However, it is optional for all other pre-employment screenings. Your Social Security number will only be used in order to confirm your identity for purposes of completing an accurate background investigation

Date of Birth: _____

The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

Have you ever been convicted of (or plea bargained to) a felony criminal charge? No Yes Note: A prior conviction will not necessarily disqualify you from employment. However, failure to disclose criminal conviction information is an omission of material fact and may lead to the rescission of any conditional offer of employment or termination of an employee's employment at Pinal County.

If yes, list the nature of the conviction, jurisdiction and terms of sentencing and disposition of the case (attach page if necessary):



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Home Address

City, State, Zip

Driver's License Number (Required for Motor Vehicle Division Reports)

State of Issue

Minnesota & Oklahoma Applicants Only: I have the right to request a copy of my consumer report from Sterling Testing Systems, Inc. by checking the box below. Sterling Testing Systems will mail the consumer report directly to me. **Minnesota Applicants Only:** I have the right to make a written request to the consumer reporting agency to provide me with a complete and accurate disclosure of the nature and scope of the consumer report.

Being a resident of Minnesota or Oklahoma, I wish to receive a copy of the consumer report. (Check box only if you wish to receive a copy)

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S)

NOTICE:

In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).

PRE-EMPLOYMENT INQUIRY FORM

Please Print Clearly

| | | | |
|--|---------------------|-------------------------------|------------------|
| Requisition Number: | | Position applying for: | |
| Last Name: | First Name: | Middle Name: | |
| Address: | City: | State: | Zip Code: |
| Contact Number: | Cell Number: | | |
| Please list previous address' for the last 7 years: | | | |
| | | | |

Employment History (i.e. former and/or current supervisor)

| | |
|--------------------------|---------------|
| 1. Name: | Title: |
| Company: | Phone: |
| Employment Dates: | |
| 2. Name: | Title: |
| Company: | Phone: |
| Employment Dates: | |
| 3. Name: | Title: |
| Company: | Phone: |
| Employment Dates: | |

Education

| | |
|--------------------------------|-----------------------------|
| Highest degree earned: | Name of Institution: |
| Location (City, State): | Dates of Attendance: |

Have you ever been employed at Pinal County? If so, provide inclusive dates and employing department.

Yes No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required verification document upon hire.

Discrimination Complaints:

It is the policy of Pinal County to provide equal opportunity through affirmative action in employment. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, special disabled veteran, recently separated veteran, other protected veteran, or Vietnam-era veteran status. Any complaint of discrimination may be filed with the Human Resources Office for investigation and resolution. Any employee may visit with the director, to discuss, in confidence, any concern without fear of jeopardizing job standing within the County. The Office is located in Administration Building A,

1st Floor, (520) 866--6652, TDD (520) 866-6379

Agreement

I hereby certify that all information in my application is true and complete to the best of my knowledge. I understand that Pinal County may perform a background investigation to make inquiries regarding my education, work experience, criminal history, and references to determine my suitability for employment. I authorize Pinal County to secure any information necessary to make a decision. I understand that Pinal County will adhere to the provisions of the Fair Credit Reporting Act, if applicable, and other applicable state and federal statutes concerning the securing of information, handling, utilization, and release of information obtained in the pre-employment investigation. I agree to abide by all applicable County Policies, rules, regulations and policies upon my acceptance of employment with the County. The overtime policy of Pinal County for nonexempt staff employees is to provide, at its discretion, either one and one half hours compensatory time off or additional pay at one and one half times the employee's regular rate of pay for each hour worked over forty hours in a workweek. The compensatory time off may be preserved, used and cashed out as provided by the Fair Labor Standards Act. I understand and agree to accept the above overtime policy as a condition of employment with Pinal County. My decision to accept the overtime policy is made knowingly, voluntarily and without coercion by Pinal County, or any employee, director, administrator or agent of any of them acting within the course and scope of his/her employment. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the County. Pinal County is an Equal Opportunity/Affirmative Action employer.

False Statements: In applying for positions at Pinal County, I understand that any false statement, misrepresentation, or omission of requested information will disqualify me for employment consideration or cause my subsequent dismissal.

Signature:

Date Signed: