



## FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

The Jefferson County Department of Human Resources (the "County"), or its authorized agent, when considering your application for employment or throughout the course of your employment, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA").

A "consumer" is an individual.

A "consumer reporting agency" is any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports.

A "consumer report" is any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

The County contracts with third party consumer reporting agencies to provide records. Third party reporting agencies furnish information as available from state and national agencies. However, third party agencies will not issue opinions on the provided information, nor participate in any action or decision based on the reported information.

In the event the County obtains a consumer report, and based on that information makes an adverse decision concerning your employment, you have the right to oral, written, or electronic notice of that adverse action. You also have the right to obtain a free copy of the consumer report and dispute the accuracy or completeness of any information in a consumer report furnished by the agency. As a consumer, the FCRA provides you with rights in regard to consumer reports and consumer reporting agencies. You may also contact the Federal Trade Commission about your rights under the FCRA as a consumer.

### **By signing this release:**

I give permission to the County to investigate my driving and/or criminal history for purposes allowable under the FCRA.

I understand that my eligibility is contingent upon the County gaining access to these records.

I confirm that I have read and understand the "Fair Credit Reporting Act Disclosure" Statement provided to me by the County.

I authorized the County to periodically receive these records, and such authorization will remain in effect for a period of one year or the duration of my relationship with the County, whichever period is longer.

I acknowledge that I have received and read the Fair Credit Reporting Act Disclosure Statement.

Signed:

Date:



## Consent for Background Check

In conjunction with my application for the position listed below, I authorize the Jefferson County Department of Human Resources, or its authorized agent, to conduct background checks into my employment history, education, work experience, volunteer experience, driving records, and criminal history. I also authorize Jefferson County, or its authorized agent, to conduct future background checks during the course of my employment.

### PERSONAL INFORMATION: Please provide your full legal name

Last Name:

First Name, MI::

Social Security #

Date of Birth:

Driver's License #

State License Issued:

Email Address:

Phone Number:

### CURRENT ADDRESS: Please provide addresses from the last three years - include out of state residences.

Street Address:

City:

State:

Zip Code:

Street Address:

City:

State:

Zip Code:

### EDUCATION: List highest level of education completed (college, vocational, and/or technical schools attended)

Institution Name:

Name at Graduation:

City/State:

Degree  
Received:

Month/Year  
Attained:

Applicant's Signature:

Date:

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### To be filled out by the Requestor: Background will not be processed without the below information.

Requested by:

Department:

Signature of Requestor:

Date:

Recruitment #:

Applicant's Job Title:

Please check which to  
complete:

Criminal

MVR      CDL Required

Education Verification

Full-Time/Part-Time - benefit eligible

Limited - benefit eligible

Temp - non-benefit eligible

Volunteer/un-paid intern - not on payroll

HR USE ONLY:

Processed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Date HM Notified: \_\_\_\_\_

Effective Date: \_\_\_\_\_