



County of Ventura  
Human Services Agency

Human Resources Division  
855 Partridge Drive  
Ventura, CA 93003  
(805) 477-5111

**For County Use Only**

Candidate name \_\_\_\_\_

Supervisor \_\_\_\_\_

Dept # \_\_\_\_\_

Job Title \_\_\_\_\_

☐ Regular ☐ Extra Help

To All Prospective Employees:

As part of the pre-employment process, your cooperation in providing the attached documents is greatly appreciated. The enclosed packet consists of the following documents:

- Applicant Notification
- Application Certification and Authorization
- Pre-Employment Background Information Request
- Driver Release Forms - *only if your Driver's License is from one of the listed states*
  - » *Otherwise, disregard and do not fill out the form*
- Code of Ethics

**Note:** *Pre-Employment background information request Form - only fill out the top and the Education section - do not fill out the rest of the form*

**Once the Hiring Authority has contacted you**, please read the Applicant Notification, complete the attached documents by printing legibly, and sign the documents. Please mail or personally deliver the information in five (5) days to:

**Human Services Agency, Human Resources Department  
855 Partridge Drive  
Ventura, CA 93003**

Thank you for your prompt attention and cooperation.

**Note:**

Have you ever been a County of Ventura employee? Yes No

Are you currently a County of Ventura employee? Yes No

Have you previously been a Human Services Agency employee? Yes No

If yes to any of the above questions, please provide your County Employee ID # \_\_\_\_\_

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## **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](mailto:complianceofficer@erelations.com)  
WEBSITE: [www.erelations.com](http://www.erelations.com)**

**COUNTY OF VENTURA**  
*"Employee Relations Network Member"*

**APPLICANT CERTIFICATION AND AUTHORIZATION**

I hereby give **EMPLOYEE RELATIONS NETWORK MEMBER** and **EMPLOYEE RELATIONS, INC.** (hereinafter collectively referred to as "you") 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. 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 EMPLOYEE RELATIONS, INC. will retain the results of this investigation and a copy of my application for employment and this information may, with appropriate authorization, be disclosed in subsequent investigations to other Members of the EMPLOYEE RELATIONS NETWORK. 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, 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 an Investigative Consumer Reporting Agency 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.

Date of birth information is collected for the sole purpose of expediting your background investigation; it is not a factor considered in the evaluation of your application for employment.

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_ Hiring Agency/Department: \_\_\_\_\_

Applicant Name (Print Clearly): \_\_\_\_\_

Other names used: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature

COUNTY OF VENTURA/EMPLOYEE RELATIONS, INC.  
PRE-EMPLOYMENT BACKGROUND INFORMATION REQUEST

**TO BE USED ONLY IF ADDITIONAL CHECKS ARE REQUESTED**

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LAST NAME

FIRST NAME

M.I.

☐ **EDUCATION**

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SCHOOL NAME

CITY

STATE

DATE OF GRADUATION

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DEGREE AWARDED

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SCHOOL NAME

CITY

STATE

DATE OF GRADUATION

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DEGREE AWARDED

CLASS (& CODE) FOR WHICH BACKGROUND IS REQUESTED \_\_\_\_\_

**IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEET(S)**

**I certify that all statements are true to the best of my knowledge and I agree and understand that any misstatements or omissions of material facts on my part may forfeit my participation in the examination process and/or my right to employment, even if discovered after I have become an employee of the County of Ventura.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# DRIVER RELEASE FORM

*Only fill out the Driver Release Form if your driver's license  
is from one of the states listed below*

Date \_\_\_\_\_

EMPLOYEE RELATIONS, INC.  
Company

2992495  
Account No.

County of Ventura  
Name of Requestor

805-477-7169  
FAX No.

Reason for Request   ☐ Insurance   ☐ Employment   ☐ Other

Please FAX back to EMPLOYEE RELATIONS at (818) 887-0528

States requiring authorization by the driver to obtain driving records:

Arizona 3-4 days	Nebraska 1-2 days
Arkansas 1-2 days	Oklahoma 1-2 days
Connecticut 3-4 days	Virginia 1-2 days
Delaware 1-2 days	West Virginia 3-4 days
Illinois 4-6 days	Wyoming 3-4 days
Louisiana 3-4 days	

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**I, the undersigned, hereby authorize RECORD RESEARCH, INC. to obtain a copy of my  
motor vehicle record.**

From State of \_\_\_\_\_

Driver's License # \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## New Employee Personal Information Form

*Please make sure to sign and date this form.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Type ☐ Home ☐ Cell ☐ Other \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Type ☐ Home ☐ Cell ☐ Other \_\_\_\_\_

Gender ☐ Male ☐ Female Highest Level of Education ☐ High School ☐ Some College ☐ Bachelor's Degree ☐ Master's Degree

Marital Status (check box)

☐ Single ☐ Married ☐ Divorced As of date (if applicable) \_\_\_\_\_

Are you a Citizen of the United States? ☐ Yes ☐ No

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Ethnic Group (check one)

☐ American Indian / Alaska Native ☐ Asian ☐ Black ☐ Hispanic / Latino ☐ Hawaiian / Pacific Islander ☐ White

### Emergency Contact

Primary Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Type ☐ Home ☐ Cell ☐ Other \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Type ☐ Home ☐ Cell ☐ Other \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



## **"EMPLOYEE RELATIONS CLIENT"**

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### **Credit Report Disclosure for California Applicants**

As part of your employment or prospective employment, the Company above has requested a credit report citing the following exemption for the position for which you are applying:

A position in the California Department of Justice.

A managerial position (defined as a position that qualifies for the executive exemption from overtime).

A sworn peace officer or other law enforcement position.

A position for which credit information is required by law to be disclosed or obtained.

A position that involves regular access (other than in connection with routine solicitation of credit card applications in a retail establishment) to people's bank or credit card account information, social security number, and date of birth.

A position in which the employee would be a named signatory on the employer's bank or credit card account, authorized to transfer money on behalf of the employer, or authorized to enter into financial contracts on behalf of the employer.

A position that involves regular access to cash totaling \$10,000 or more of the employer, a customer, or client during the workday.

A position that involves access to confidential or proprietary information (defined as a legal "trade secret" under Civil Code 3426.1(d)).

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@relations.com](mailto:complianceofficer@relations.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](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 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, 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 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](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 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](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 "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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
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 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 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 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

**Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**