

# Talbot County

## Application for Employment

### For County Use Only

Date Application Received	Department

Date of Application	Position Applied For	Status	Minimum Salary Acceptable	Date Available
		<input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	\$	

## Pre-Employment Questionnaire

### Personal Information

Last Name	First Name	M I	Social Security Number
Street Address/Mailing Address	City	State	Zip Code
Home Phone	Work Phone	Mobile/Pager	E-mail Address
(    )	(    )	(    )	
Are you 18 years or older?	Are you a US citizen or are you legally authorized to work in the US?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Referred by:	To your knowledge, do you have any relatives working for Talbot County?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a criminal offense?	Is so, please explain:		
<input type="checkbox"/> Yes <input type="checkbox"/> No			

### Education

High School:				
Name/Location of School	Received:			
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Other <input type="checkbox"/> None			
College, Job-related Training, or Course Work: List <u>relevant certifications and attach documentation.</u>				
Name of School	Location	Dates Attended	Major/Course of Study	Degree/Training
		/		
		/		
		/		
		/		
Knowledge, Skills & Abilities (KSA's). Attach documentation.				
List KSA's you possess and believe <b>relevant to the position you seek</b> , such as operating heavy equipment, computer skills, public safety experience, etc.				

## Previous Employment

Describe your work experience in detail, beginning with your current or most recent job.

(1) Current (or Last) Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		( )
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

(2) Next Previous Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		( )
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

(3) Next Previous Employer		Job Title		Supervisor
Street Address		Dates of Employment		Phone Number
		/		( )
City	State	Zip Code	Supervisory Experience?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe duties and responsibilities:				
Reason for leaving:				

<b>(4) Next Previous Employer</b>		<b>Job Title</b>		<b>Supervisor</b>
<b>Street Address</b>		<b>Dates of Employment</b>		<b>Phone Number</b>
		/		( )
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Supervisory Experience?</b>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Describe duties and responsibilities:</b>				
<b>Reason for leaving:</b>				

### References

Please list one personal reference, one business reference and one previous employer reference:

<b>Personal Reference</b>			
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Years Acquainted</b>
		( )	
<b>Business Reference</b>			
<b>Business Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Contact Person</b>
		( )	
<b>Previous Employer Reference</b>			
<b>Previous Employer</b>	<b>Contact Person</b>	<b>Phone Number</b>	<b>Employment Dates</b>
		( )	/

### Emergency Contact

<b>In case of an emergency, notify:</b>			
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Relationship</b>
		( )	

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damages that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

**Talbot County has an alcohol and drug policy that requires pre-employment testing and allows for random testing.**

**Talbot County has an employment probationary period of six (6) months.**

Signature

Date

## Equal Employment Opportunity Information

Talbot County is an Equal Employment Opportunity employer. We conduct all employment-related activities without regard to race, color, sex, religion, age, national origin, creed, disability, or any other classification protected by applicable State or Federal employment discrimination laws.

Position for which you are applying:		Date of Application	
Date of Birth	Age	Sex	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Race: (Check only one)			
<input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> American    African American (Non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> Native			
<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other (Specify)			

This page will not be included with your employment application and is used for Equal Employment Opportunity Commission (EEOC) compliance purposes only.

## DISCLOSURE OF CONSUMER REPORT

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**Talbot County Board of Commissioners** ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by **Occuscreen, LLC, 805 Broadway Street, Suite 215, Vancouver, WA 98660, (888) 833-5304, [www.occuscreen.com](http://www.occuscreen.com)**. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

I agree that a facsimile ("fax"), electronic or photographic copy of this Disclosure shall be as valid as the original. I acknowledge receipt of this Disclosure and certify that I have read and understand this document.

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Signature

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Date

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(if under 18) Guardian Signature

## **ACKNOWLEDGMENT AND AUTHORIZATION FOR CONSUMER REPORT**

I acknowledge receipt of the separate document entitled 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 **Talbot County Board of Commissioners** 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 **Occuscreen, LLC, 805 Broadway Street, Suite 215, Vancouver, WA 98660, (888) 833-5304, [www.occuscreen.com](http://www.occuscreen.com)**, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

### **SUMMARY OF STATE RIGHTS**

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law (upon request).

**Washington State applicants only:** I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Suite 2000, Seattle, WA 98104-3188. 206-464-7744p.

**Minnesota and Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

**California applicants only:** Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA'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 CRA 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 CRA 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 to be sent to a specified addressee by certified mail. CRAs 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 CRAs.

"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 CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA 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. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(if under 18) Guardian Signature

SERVICES REQUESTED (Check all that apply)

☐ Screening Package: Social Security Trace,, 7 Year County (up to 4 counties), National Criminal Search, Motor Vehicle Report and Sex Offender Search

- ☐ Social Security Trace
 ☐ National Criminal Database
 ☐ County Criminal Court
- ☐ Motor Vehicle Report
 ☐ Sex Offender Search

\*Employer note: MVR search scopes vary per state DMV restrictions. Please confirm MTM search scope requirements prior to ordering MVR through Occuscreen.

In order to process your background check, please provide the following information. Include your exact legal name and any other name(s) you may have used in the last seven (7) years.  
 PRINT CLEARLY IN INK OR TYPE IN ALL INFORMATION. MAKE SURE DISCLOSURE IS SIGNED ABOVE

First Name:			Middle Initial:		
Last Name:					
Social Security Number:				Birth Date:	
Current Address:					
City:		State:		Zip:	
Driver's License #:				State:	
Other Names Used (previous 7 years only):					
1.			2.		
3.			4.		
Please provide City and County information for your residence covering a period of seven (7) years, beginning with your most current address.					
City	County	State	Zip	From	To

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la  
Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **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.consumerfinance.gov/learnmore](http://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 a 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](http://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](http://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](http://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).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

## **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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](http://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 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 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE. Washington DC 20590</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, Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street 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>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue N.W. Washington, DC 20580 (877) 382-4357</p>