

City / State _____
Did you graduate? _____ Yes _____ No

College or University

Name: _____

Location: _____

City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

Type of degree: _____ (BS, BA, etc.)

Graduate School

Name: _____

Location: _____

City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

Type of degree: _____ (MBA, MS, MA, PhD, etc.)

Other Schools (Trade, Correspondence, etc.)

Name: _____

Location: _____

City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

What degree or certification did you receive? _____

4. EMPLOYMENT HISTORY

Are you presently employed? _____ Yes _____ No

Do you authorize us to contact your present employer as a reference? _____ Yes _____ No

Should you be offered a position with Rich County, how much advance notice do you wish to give to your present employer? _____

Present Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

Next Recent Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

Next Previous Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

5. ADDITIONAL INFORMATION

Have you earned any pension or retirement credits in the Utah Retirement system?
_____ Yes _____ No

Have you ever worked for Rich County before? _____ Yes _____ No

Referral Source: _____ Friend _____ Relative _____ Employment Agency
_____ Other (please state the name of the agency or individual): _____

Do you have any friends or relatives working for Rich County? (A yes response will not
automatically disqualify you from consideration.)
Who? _____ Yes _____ No

Do you authorize us to contact your previous employer(s) for references?
_____ Yes _____ No

Have you ever been terminated by a previous employer(s)?
(A yes response will not automatically disqualify you from consideration).
Explain: _____ Yes _____ No

Have you ever been convicted of a felony?
(A yes response will not automatically disqualify you from consideration)
_____ Yes _____ No

Have you served in the armed forces? _____ Yes _____ No

Have you ever resigned or otherwise left any employment while allegations of misconduct or
harassment on your part were pending or under investigation?
_____ Yes _____ No

Are you aware of any current investigation that may possibly result in criminal charges against you? _____ Yes _____ No

Have you used illegal drugs in the last 5 years? _____ Yes _____ No

Have you ever been convicted of any violation of the law, other than minor traffic violations?(e.g. speeding is a minor violation, DUI and reckless driving are not.)
_____ Yes _____ No

Please clarify or explain any previous responses here: _____

6. REFERENCES

Reference 1

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

Reference 2

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

Reference 3

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

7. CERTIFICATE OF APPLICATION

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer, or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. If offered a position with Rich County, I understand that employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests. I understand that the nature of the position I am applying for may require a criminal background check, public records search, and/or drug test. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment.

Signature of Applicant Printed Name of Applicant Date

County of Rich Utah

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
WEBSITE: www.erelations.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 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 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 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 ten 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 1-888-567-8688.
- **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.

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 Board Division of Consumer & Community Affairs Washington, DC 20561 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 Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration A775 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 20250 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

County of Rich Utah

"EMPLOYEE RELATIONS CLIENT"

APPLICANT CERTIFICATION AND AUTHORIZATION

I hereby give **EMPLOYEE RELATIONS CLIENT** 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. To the extent permitted by law, 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, to the extent required by law, **EMPLOYEE RELATIONS, INC.** will retain the results of this investigation and a copy of my application for employment. 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, to the extent permitted by law, 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.

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.

APPLICANT NAME (PRINT): _____

PHONE: _____

Date of Birth: _____

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.

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____ EXPIRATION: ____/____/____

SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE