



Dear Volunteer:

To better ensure the safety of the public and fellow employees and to satisfy risk management and youth protection concerns, as a condition of employment the City of Hillsboro conducts a criminal and civil court record check on final job candidates, current incumbents of certain job classifications, volunteers, persons hired through temporary employment agencies, and independent contractors. The City of Hillsboro will be looking only for records that indicate a propensity to cause harm, such as criminal convictions or restraining orders. The City will neither request nor examine any of your credit history or other civil records that do not pertain to your suitability for employment with respect to the safety of the public and fellow employees or to risk management and youth protection concerns.

We must obtain the criminal and civil court records from a third party and the records are therefore classified as a "consumer report" under the Fair Credit Reporting Act. Even though we are not requesting credit information, Federal law requires us to provide you with the following disclosure and receive your authorization to obtain the consumer report containing criminal or civil court records, if any exist. **Completed forms are kept secure in a locked area.**

Sincerely,

City of Hillsboro  
Yolanda Valencia  
Human Resources Specialist

**FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE**

The City of Hillsboro (the City) wishes to obtain a consumer report on you from consumer reporting agencies, including but not limited to Open On-line. This report will be used only for employment purposes. A consumer report is defined, in part, as a report that may contain information bearing on your "character, general reputation, personal characteristics, and mode of living." However, the City will be requesting and examining only records that may indicate a propensity to cause harm, such as criminal convictions or restraining orders.

Please sign this letter below, indicating your authorization for the City to conduct a criminal and civil court record check and obtain a consumer report at any time prior to and/or during your employment as may be applicable to you. In the event the City considers any information in the consumer report when making an adverse employment related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report, and a copy of your rights under the Fair Credit Reporting Act (FCRA) before the decision is finalized.

**CONSUMER REPORT AUTHORIZATION**

I, (Please Print Applicant Name) \_\_\_\_\_, authorize the City to conduct a criminal and civil court record check for employment purposes in connection with my application for and/or employment with the City. I specifically authorize the City to obtain consumer reports for employment purposes from consumer reporting agencies, including but not limited to Open On-line, at any time prior to and during my employment. I understand I have rights under the FCRA as indicated in the above disclosure notice.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If this applicant is under the age of 18, the parent's signature grants the City the right to search the non-expunged juvenile records of this applicant.**

\_\_\_\_\_  
Parent Signature (required only if applicant is a minor)

\_\_\_\_\_  
Date

**CRIMINAL & CIVIL RECORD CHECK AUTHORIZATION**  
 (To be completed pre-conditional job offer or during course of employment only)

Position \_\_\_\_\_ Dept. Parks and Recreation Hiring Authority Sarah Delepine

Please provide a complete history of your convictions, if any, as requested below. Indicate your name when charged, the type and date of conviction, and the state and county in which the offense occurred. Conviction history will not automatically disqualify you from employment status. Factors such as the nature and gravity of the offense and whether it indicates a propensity to cause harm to other employees or citizens in our community; the time that has passed since the conviction or completion of sentence; whether or not treatment or rehabilitation was completed; and the relationship between the nature of the offense and the job in question will be considered.

I, (Please Print Applicant Name) \_\_\_\_\_, authorize the City to conduct a criminal and civil court record check for employment purposes in connection with my application for and/or employment with the City. I specifically authorize the City to obtain consumer reports for employment purposes from consumer reporting agencies, including but not limited to Open On-line, at any time prior to and during my employment. I understand I have rights under the FCRA as indicated on the attached Fair Credit Reporting Act Disclosure Notice and Consumer Report Authorization form.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Social Security No. \_\_\_\_\_

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

Street Address \_\_\_\_\_

Mailing Address  
(If different than street address) \_\_\_\_\_

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

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

Other Names Used \_\_\_\_\_

Drivers License Number/State \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, EXCLUDING EXPUNGED JUVENILE RECORDS?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" please list ALL such convictions (use back of form, if necessary)

NAME (when charged)	CONVICTION	DATE (approx.)	CITY & STATE

If the position requiring this record check involves driving, have you ever been convicted, pleaded nolo contendere, or forfeited bond or bail for any traffic violation in the past 3 years? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please explain (use back of form, if necessary).

I have made no willful misrepresentations, omissions, or falsifications of any of the preceding answers. I am aware that if an investigation discloses such misrepresentations, falsifications, or omissions in the information I have submitted, my application will be rejected or I will be subject to immediate dismissal from employment, whichever is applicable.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**If this applicant is under the age of 18, the parent's signature grants the City the right to search the non-expunged juvenile records of this applicant.**

Parent Signature (required only if employee is a minor) \_\_\_\_\_

Date \_\_\_\_\_

**Additional Information**

How long have you lived in Oregon? \_\_\_\_\_ Please list all other states, including counties, in which you have lived since your 18<sup>th</sup> birthday (use back of form, if necessary):

Street Address / City	State / Zip Code	County (if known)	Dates

<input type="checkbox"/> CIS Check Date: _____ By _____	<input type="checkbox"/> File Opened	Conviction found? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Approved for hire	<input type="checkbox"/> Disapproved	