



ADMINISTRATIVE DIRECTIVE

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| EMPLOYMENT BACKGROUND INVESTIGATIONS | NUMBER | PAGE |
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I. **PURPOSE**

To set forth the criteria and procedure by which employment background investigations will be conducted.

II. **POLICY**

The City of Tucson does not inquire about a candidate's criminal history on an initial job application.

The City will evaluate candidates based on their merits, and all candidates recommended for a position are required to pass an employment reference check. If applicable to the position, a Background Investigation, Motor Vehicle Driving Record check, drug screen and/or criminal history check will be conducted. When a criminal history is obtained, it will only be used in compliance with federal and state anti-discrimination laws. Candidates who do not pass the requirements set forth in this Administrative Directive (A.D.) or who do not provide the required documentation will be removed from consideration for the position in which employment is sought.

All departments, with the exception of Tucson City Court, Tucson Fire, Tucson Police, Tucson Parks & Recreation and Tucson Water will comply with the requirements of this A.D. in conjunction with Human Resources (HR). Requirements for staff working in or with Tucson City Court, Tucson Fire, Tucson Police, Tucson Parks & Recreation and Tucson Water may differ in some respects from other City departments, but will remain consistent with state and/or federal mandates. All final adverse decisions will be made by the Human Resources Director with the exception of Tucson City Court.

III. **DEFINITIONS**

- A. **Adverse Action** – For purposes of this A.D., as defined by Section 609(c)(3) of the Fair Credit Reporting Act (FCRA), “Adverse Actions” are all business, credit and employment actions affecting consumers that can be considered to have a negative impact, e.g., denying employment, imposing discipline, or discharge from employment.
- B. **Background Investigation** – A review of the employment, credit and civil history, or the education and/or licensing of a candidate based upon the requirements and responsibilities of the position sought.
- C. **Candidate** – As defined in City of Tucson Civil Service Rules, an individual, formerly an applicant for a position or promotional recruitment with the City of Tucson, who has successfully completed all necessary examination processes and phases, received a final ranked merit score, and has been placed on an eligibility list.

For purposes of this A.D., candidates will also include employees in the classified service who are selected for promotion through an internal process (either competitive



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or non-competitive), placed in a position from a certified reemployment list, transferred to a different classification or participate in job-rotation.

- D. **Contingent Job Offer** – Recommendation of a candidate for a position, contingent upon the successful completion of an employment verification, reference check, and if applicable to the position sought, a Background Investigation, Motor Vehicle Record check (MVR) and/or a drug screen.
- E. **Criminal Background Investigation** – The review of a candidate's criminal convictions based upon the requirements and responsibilities of the position sought.
- F. **Employment Verification** – A review to verify a candidate is, or was, employed at the places they indicated on their application for employment.
- G. **Human Resources** – For purposes of this A.D., Human Resources refers to the City of Tucson Human Resources Department, not an individual department's HR section or division.
- H. **Motor Vehicle Record (MVR)** – The official 39-month printout of a driving or vehicle record obtained through the Arizona Department of Transportation.
- I. **Reference Check** – The consideration of a candidate's job performance and behaviors based on information provided by prior employers and/or supervisors.

IV. **CANDIDATE SELECTION - GENERAL**

- A. All hiring decisions will be based upon the merit, qualifications, and abilities of the candidate.
- B. When a candidate is made a written contingent job offer by the hiring department, they will be offered a position subject to the successful completion of the employment verification, reference check, and if applicable to the position, MVR check, Background Investigation, Criminal Background Investigation and/or drug screen.
- C. Candidates found to have been convicted of a felony or a misdemeanor within the last five (5) years may be disqualified from employment in the position for which employment is sought, if job-related and consistent with business necessity. Arrests will not be considered.
- D. Any misrepresentations, falsifications, or material omissions in any of the information provided by the candidate throughout the hiring or promotional process may result in exclusion from consideration for employment and/or discipline, up to and including discharge from employment.



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- E. All information obtained by HR from each candidate will remain confidential and will be used for the sole purpose of the Background Investigation process.
- F. All letters and written communication to and from candidates will be in digital format (e.g. email).

V. CANDIDATE SELECTION – DEPARTMENT RESPONSIBILITIES

- A. Following a written contingent offer of employment, the selected candidate will be required to sign and authorize a Reference Check Release Form (Appendix A). If required for the position, the candidate will also complete and submit the Background Investigation Release Form (Appendix B) (See VI below). Any candidate who does not comply with this requirement will be removed from eligibility for the position sought.
- B. A reasonable review of information submitted by candidates will be conducted, including prior employment history and professional reference checks, using the Suggested Questions to Ask Former Employers Form (Appendix C).
- C. Once the selected candidate's reference checks have been completed, the department will forward final candidate reference checks, including the signed Reference Check Release Form and signed, accepted contingent offer letter to HR. In addition, if required for the position, the department will forward the completed Background Investigation Release Form to HR, which will initiate the Background Investigation if applicable to the position sought.

VI. CANDIDATE SELECTION – HUMAN RESOURCES RESPONSIBILITIES

- A. Prior to the departmental selection process, HR will determine the scope of the Background Investigation (to include Criminal) that will be conducted, based upon the requirements and responsibilities of the position sought, using the Background Screening Category Matrix (Appendix D). If required for the position, the candidate will complete and submit the Background Investigation Release Form. The scope of Background Investigation must be job-related and consistent with business necessity.
- B. Human Resources will process the Background Investigation request and send the Authorization for Release of Information to the contracted vendor, which will process the Background Investigation. Human Resources will review the findings against the current EEOC Employment Eligibility Decision Guidelines. (http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

VII. ADVERSE FINDINGS IDENTIFIED DURING BACKGROUND INVESTIGATION(S)

- A. Not all criminal convictions or other unfavorable information obtained in the Background Investigation will disqualify a candidate from eligibility for City employment. If the Background Investigation results in adverse findings, based upon



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the Background Screening Category Matrix, HR will review them. To determine if the nature and gravity of a candidate's background investigation results would disqualify them from eligibility for a specific position, HR will consider the following factors:

1. Time elapsed since conviction or release
 2. Attempts, extent, and effects of rehabilitation, including conduct and accomplishments since conviction
 3. The nature, number, and seriousness of convictions and their relevancy to the duties of the position sought
- B.** If adverse findings are identified during the Background Investigation, the selected candidate will receive a Pre-Adverse Action Letter (Appendix E) and a copy of the Background Investigation report explaining the findings from HR. The selected candidate will then have seven (7) business days from the date the Pre-Adverse Action Letter is sent to provide information or applicable documents to clarify and explain the findings to HR.
- C.** If adverse credit findings are identified, the candidate will receive a Fair Credit Reporting Act Pre-Adverse Action Letter (Appendix F) and a copy of the Summary of Your Rights Under the Fair Credit Reporting Act (Appendix G). The candidate will have seven (7) business days from the date that the FCRA Pre-Adverse Action Letter is sent to provide information or applicable documents for consideration and review to the credit reporting agency.
- D.** If the candidate provides documentation which contradicts the results of the Background Investigation, the documents must be specific and will be verified for authenticity.
- E.** No information will be given to individuals who do not have a right to such information.

VIII. FINAL DECISION REGARDING ADVERSE EMPLOYMENT ACTION

If no response is received from the candidate within the allotted time frame based upon the specific adverse finding, and/or information provided by the candidate is not sufficient to resolve the adverse findings, Human Resources will send the Adverse Action Letter (Appendix H) and/or the Summary of Your Rights Under the Fair Credit Reporting Act, and will notify the hiring authority that the candidate will be removed from eligibility for the position sought, as defined in Civil Service Commission Rule III, Section 7. In accordance with Civil Service Commission Rule X, Section 6, a candidate whose name has been removed from an eligibility list may request administrative review by the Commission.



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IX. APPLICANTS WORKING WITH OR AROUND MINORS OR VULNERABLE ADULTS

The hiring department will, in accordance with State and Federal privacy and security laws; A.R.S. §41-1750 and Tucson Code, Chapter 2, Article I, Sec. 2-25, require the candidate to complete the City of Tucson Consent and Release of Liability for Applicants Working with or around Minors or Vulnerable Adults (Appendix I) to acquire history information from the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) to determine the fitness for employment with access to children, vulnerable adults, or individuals with disabilities.

X. RETENTION OF BACKGROUND INVESTIGATION RECORDS

Retention will be consistent with Arizona State Library, Archives and Public Records standards.

Appendices

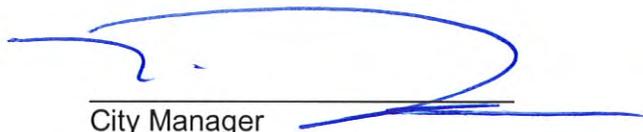
Federal Trade Commission Section 609(c)(3)
A.R.S. §41-1750
Tucson Code, Chapter 2, Article I, Sec. 2-25
Civil Service Commission Rule III, Sec. 7

References

Appendix A: Reference Check Release Form
Appendix B: Background Investigation Release Form
Appendix C: Suggested Questions to Ask Former Employers Form
Appendix D: Background Screening Category Matrix
Appendix E: Pre-Adverse Action Letter
Appendix F: Fair Credit Reporting Pre-Adverse Action Letter
Appendix G: Summary of Your Rights Under the Fair Credit Reporting Act
Appendix H: Adverse Action Letter
Appendix I: City of Tucson Consent and Release of Liability for Applicants Working with or around Minors or Vulnerable Adults

Review Responsibility and Frequency The Human Resources Director will review this directive as needed.

Authorized



City Manager

6-12-15

Date

Appendix A
REFERENCE CHECK RELEASE FORM

I, _____ (PRINT NAME), authorize the City of Tucson to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that the City of Tucson might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with the City of Tucson.

Signature

Date

Appendix B

BACKGROUND INVESTIGATION RELEASE FORM

I, _____ (PRINT NAME), authorize the City of Tucson to conduct a background investigation for the position of **[position title]**.

I understand and acknowledge that the information will be released on an as needed basis only to the hiring department, and will be used to further determine my eligibility for this position. All information regarding my background investigation will be kept confidential by the Human Resources Department and will be considered the property of the City of Tucson.

In exchange for the City of Tucson's consideration of my employment application and information contained in a background investigation, I agree not to file or pursue any legal actions of any kind against the City of Tucson, nor any of its employees, representatives or agents arising out of their efforts to obtain information about me.

Applicant Signature

Date

Applicant's Birth Date (mm/dd/yyyy)

Applicant's Driver License Number

Applicant's Social Security Number

Driver License Expiration Date

Appendix C

SUGGESTED QUESTIONS TO ASK FORMER EMPLOYERS FORM

Reference Check on: _____

Employer: _____

Phone: _____

Conducted by: _____ on _____

1. Is _____ eligible for rehire? _____
2. If given the opportunity, would you rehire _____?
3. In what capacity do you know _____?
4. How long have you known _____?
5. How would you describe their interpersonal/people skills?
6. Is their preference working within a team or on their own?
7. How would you describe his/her interaction with colleagues?
8. Tell me about _____'s initiative on the job. Examples?
9. Describe _____'s work ethic and attendance.
10. Is there anything in his/her background we should know about or is there anything in their background that would embarrass the City of Tucson as their employer?
11. Is there anything else I should take into consideration before I hire this candidate?
12. Ask the reference to evaluate the employee's performance the tasks likely to be assigned in the new position.

Appendix D

BACKGROUND SCREENING CATEGORY MATRIX

Potentially Disqualifying Categories

‘A Record of’ is defined as both misdemeanor and felony convictions. Charges that do not result in convictions cannot be considered; only convictions within the five years preceding the application can be taken into account.

| Category 1 | Routine operator of automotive or construction equipment | *Requirements |
|------------------------------------|--|--|
| Potentially disqualifying factors: | A record of driving while under the influence, excessive moving violations, a revoked or suspended driver’s license. | Primary, Secondary and CDL – MVR |
| Category 2 | Provide services directly to youth, elderly, individuals with disabilities | Requirements |
| Potentially disqualifying factors: | A record of child molestation, assault, sexual assault, crimes against a person, public indecency, drug offenses (Refer to ARS 41-1758 for list of disqualifying offenses). | Fingerprint |
| Category 3 | Routines access to private property | Requirements |
| Potentially disqualifying factors: | A record of forgery, theft, burglary, arson, crimes against property, violent crimes or other crimes involving dishonesty. | Criminal Background |
| Category 4 | Routine access to confidential police, court, personnel, or other sensitive records | Requirements |
| Potentially disqualifying factors: | A record of forgery theft or embezzlement. | Criminal Background |
| | Misuse of confidential information, pattern of discharge from employment. | Employment Verification, Reference Check |
| Category 5 | Routine responsibility for the receipt of payment of City funds or control of inventories | Requirements |
| Potentially disqualifying factors: | A record of forgery, theft, embezzlement, burglary, or other crimes committed for financial gain. | Credit Check & Criminal Background |
| Category 6 | Executives, Middle Managers, and other visible or critical positions | Requirements |
| Potentially disqualifying factors: | A record of crimes against children, public indecency, theft, embezzlement, crimes against property, violent crimes, crimes for financial gain, or drug offenses. | Criminal Background |
| | Misuse of confidential information, pattern of discharge from employment. | Employment Verification, Reference Check |
| Category 7 | Department specific standards governed by federal or state regulations | Requirements |
| Potentially disqualifying factors: | Examples include: Federal Aviation Administration standards, Homeland Security regulations, and Arizona supreme court standards for municipal court employees, Water Services drinking water and security, Criminal Justice Information Systems standards, public safety criteria for Police and Fire, state regulations governing working with children and vulnerable adults for Human Services, Parks & Recreation, Library, and Housing Departments. | Criminal Background |

*Any position requiring formal education, credential, certification, etc., will be subject to verification.

Appendix E
PRE-ADVERSE ACTION LETTER

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

[Name]
[Address]
Tucson, AZ [XXXXX]

Dear [XXXX]:

We are writing to inform you that in evaluating your application for employment with the City of Tucson, we have received the enclosed background investigation findings.

Specifically, the disqualifying factors include:

This notification is provided because we may make an adverse decision based, in whole or in part, on this report.

The report was procured pursuant to an authorization signed by you. If you believe that this report contains incorrect information, or you have information which mitigates or refutes the disqualifying factors, your written explanation must be received by Human Resources within seven (7) business days of the date of this letter. We will consider your explanation and respond with our final decision. Our mailing address and phone number are listed below:

City of Tucson – Human Resources Director
P.O. Box 27210
Tucson, AZ 85726-7210
Phone: (520) 791-4241

Thank you.

Enclosures: Background Investigation Findings
 Release Signed by Applicant

Appendix F

FAIR CREDIT REPORTING ACT PRE-ADVERSE ACTION LETTER

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

[Name]
[Address]
Tucson, AZ [XXXXXX]

Dear [XXXX]:

We are writing to inform you that in evaluating your application for employment with the City of Tucson, we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act and state law.

The report was procured pursuant to an authorization signed by you. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact the provider of the report, [vendor name], and they will respond to your inquiry. Their mailing address and phone number are listed below:

[Agency Name]
[Agency Address]
[Agency City, State and Zip]
Phone (800) [Agency Phone Number]
Fax (800) [Agency Fax Number]

[Vendor Name] only provided us the consumer report and plays no part in the decision to take any action on your employment application. [Vendor name] is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,

[Name of City Department]

Enclosures: Consumer Rights Notification
Consumer Report
Release Signed by Applicant

Appendix G

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

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 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, 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 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 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.
- 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.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 your state Attorney General. For information about your federal rights, contact:

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, CONT.

| TYPE OF BUSINESS: | CONTACT: |
|---|---|
| 1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. | a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20552 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: | b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357 |
| 2. To the extent not included in item 1 above: | |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks | a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 |
| 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 | b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 |
| d. Federal Credit Unions | d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 |
| 3. Air carriers | Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590 |
| 4. Creditors Subject to the Surface Transportation Board | Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423 |
| 5. Creditors Subject to the Packers and Stockyards Act. 1921 | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission 100 F St NE Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed above | FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357 |

Appendix H

ADVERSE ACTION LETTER

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

[Date]

[Name]

[Address]

Tucson, AZ [XXXXXX]

Dear [XXXX]:

We are writing to inform you that your application for employment as a [position] with the City of Tucson, [Name of Department] has been denied. This decision was based upon information obtained in your background investigation related specifically to the requirements of the position for which you applied, as well as any information you may have submitted.

Thank you,

City of Tucson Human Resources Department

Appendix I

**CITY OF TUCSON CONSENT AND RELEASE OF LIABILITY FOR APPLICANTS
WORKING WITH OR AROUND MINORS OR VULNERABLE ADULTS**

BACKGROUND INVESTIGATION:

The term "background investigation" as used in this document refers to any and all information and sources of information that the City of Tucson, in its sole discretion, may deem necessary to obtain or contact to determine my fitness as a candidate for employment.

1. In accordance with Chapter 2, Sec 2-25 of the Tucson City Code, City Ordinance #8491, and Arizona Revised Statute § 41-1750 all prospective employees for the position I have applied for are required to submit fingerprints for the purpose of obtaining a state and national criminal history records check by the Federal Bureau of Investigation.
2. I authorize any person or entity contacted by the City of Tucson's officers, agents, and employees during the course of my background investigation, to furnish to such officers, agents and employees any and all information they may have which is relevant to ascertaining my truthfulness on my application and my fitness for employment.
3. I hereby release from liability and hold harmless under any and all possible causes of action, claims, demands, rights, damages, costs and debts, both in law and in equity which I may have, or in the future may have, against the City of Tucson and any of its employees for any statements, acts or omissions, and against any and all persons or entities who shall furnish any information to the employees of the City of Tucson who conduct my background investigation.

STATEMENT OF INDIVIDUAL'S RIGHTS:

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the job, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or update to your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov at Criminal History Summary Checks or by calling (304) 625-3878.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.dps.gov).

AFFIRMATION OF POLICY AND CONDITION OF EMPLOYMENT:

In consideration of the City of Tucson considering my application for employment, I irrevocably agree to the above terms and conditions, and affirm that I have read and understand the meaning of the above statement of policy. This release from liability given by me to the City of Tucson and its employees, and all others mentioned previously shall apply to any right of action of any nature whatsoever that might accrue to myself, my heirs, my personal representatives, successors and assigns. I acknowledge that failure to pass the background investigation or any other conditions of employment will render me ineligible for employment and any prior conditional offer of employment will be withdrawn.

Print Name: _____ Signature: _____

Date of Birth: _____ Social Security Number: _____ Date: _____

_____ Date: _____

*Parent or Guardian Printed Name

*Parent or Guardian Signature

***If under 18, parent or guardian signature is required.**