

# Red Rocks Community College

## Employment Applicant

### Criminal Record Disclosure

In connection with your application for employment, we will procure a criminal record and, if applicable to the employment you are applying for, a motor vehicle record as part of the process of considering you for employment with the College. In the event that these reports are utilized in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the report as well as a description in writing of your rights under the law.

Red Rocks Community College also reserves the right to, on occasion, conduct a background check on a current employee when the employee's behavior or conduct has resulted in, or will result in, negative impact to job performance or to Red Rocks Community College's business interests.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the attached document.

With your signature, you hereby authorize us to obtain a criminal record and, if applicable to the employment you are applying for, a motor vehicle record on you in order to consider you for employment with the College.

Name:

\_\_\_\_\_  
**(Please Print)**

Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Dept Applying For:

\_\_\_\_\_

Supervisor:

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Adult convictions or deferred adjudications from the age of 18 must be reported on the next page of this form. If the verification results show that false statements, including omission(s), were made by the applicant on his or her adult criminal conviction record, then his or her application for employment, as well as any actions based on it, will be voided and the person will not be eligible for future employment with Red Rocks Community College.

## Conviction detail

### Important Instructions:

- You must list all adult criminal convictions/deferred adjudications.
- Complete one section for each conviction/deferred adjudication.
- Each conviction/deferred adjudication record must be fully completed. Leave no blank spaces.
- Please attach a separate page if additional space is needed.
- You may not be able to modify criminal convictions/deferred adjudications later.

*If you have no convictions and/or deferred adjudications to report, please check here.*

### Convictions and/or Deferred Adjudications

Date of conviction/deferred adjudication (mm/yyyy) \_\_\_\_\_

Location of conviction/deferred adjudication (city, state) \_\_\_\_\_

Type of conviction/deferred adjudication     Misdemeanor     Felony     Deferred adjudication

Name of court \_\_\_\_\_

Nature of conviction/deferred adjudication \_\_\_\_\_

Date of conviction/deferred adjudication (mm/yyyy) \_\_\_\_\_

Location of conviction/deferred adjudication (city, state) \_\_\_\_\_

Type of conviction/deferred adjudication     Misdemeanor     Felony     Deferred adjudication

Name of court \_\_\_\_\_

Nature of conviction/deferred adjudication \_\_\_\_\_

Date of conviction/deferred adjudication (mm/yyyy) \_\_\_\_\_

Location of conviction/deferred adjudication (city, state) \_\_\_\_\_

Type of conviction/deferred adjudication     Misdemeanor     Felony     Deferred adjudication

Name of court \_\_\_\_\_

Nature of conviction/deferred adjudication \_\_\_\_\_

Date of conviction/deferred adjudication (mm/yyyy) \_\_\_\_\_

Location of conviction/deferred adjudication (city, state) \_\_\_\_\_

Type of conviction/deferred adjudication     Misdemeanor     Felony     Deferred adjudication

Name of court \_\_\_\_\_

Nature of conviction/deferred adjudication \_\_\_\_\_

## Out of State Address Information

Have you lived outside of the state of Colorado in the last seven (7) years?  yes  no

**If yes**, please list all previous addresses outside of Colorado within the past seven (7) years and the amount of time spent at each address:

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
City State Zip County

How long did you live at this address? \_\_\_\_\_

## **General Release and Authorization**

I, for myself, my successors, agents and estate, hereby release the State of Colorado, the State Board for Community Colleges and Occupational Education (SBCCOE), Red Rocks Community College (College) and all current and former employees, agents and attorneys of the State of Colorado from any and all claims, causes of action, liabilities, expenses and for damages which I may assert against any of them as a result of my undergoing a pre-employment background and reference check by the College.

Furthermore, I hereby authorize any former employer and/or agents of a former employer, to provide said information to any representative of the College upon request.

Furthermore, I, for myself, my successors, agents and estate, hereby release any former employer and/or any agents of a former employer from any and all claims, causes of action, liabilities, expenses and for damages which I may assert against any of them as a result of the information they provided to the College as part of the College's pre-employment background and reference checking on me.

Furthermore, I understand that this release shall be forever binding and no rescission, modification or release there from may be made without the express written consent of Red Rocks Community College and SBCCOE.

A photocopy of this release will be sufficient to authorize the release of the aforementioned information.

In connection with my application for employment, I understand that Red Rocks Community College (RRCC) may procure a criminal record and, if applicable to the employment I am applying for, a driving history report on me as part of the process of considering my suitability for employment with the College. In the event that either or both of these reports are utilized in whole or in part in making an adverse decision with regard to my potential employment, before making the adverse decision, the College will provide me with a copy of the criminal record and/or driving history report as well as a description in writing of my rights under the law.

According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, governmental agency, institution, information service bureau, school, employer, reference or insurance company contacted by Red Rocks Community College, or its agent, to furnish the information described in Section 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

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Signature

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Date

## Summary of Rights Under the FCRA

The federal **Fair Credit Reporting Act** (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every consumer reporting agency (CRA). You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under the state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

1. You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you--such as denying an application for credit, insurance or employment must tell you and give you the name, address, and phone number of the CRA that provided the consumer report.
2. You can find out what is in your file. At your request, a CRA must give you the information in your file and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
3. You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs--to which it has provided the data, of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
4. Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
5. You can dispute inaccurate items with the source of the information. If you tell anyone--such as a creditor who reports to the CRA--that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
6. Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
7. Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA, usually to consider an application with a creditor, insurer, employer, landlord, or other business.
8. Your consent is required for reports that are provided to employers or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
9. You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

10. You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA. For questions or concerns regarding:

CRAs, creditors and others not listed below, please contact:	Federal Trade Commission Bureau of Consumer Protection-FCRA, Washington, DC 20580 (202) 326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name).	Office of the Controller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 (800) 613-6743
Federal Reserve System member banks (except national bank Federal Reserve Board and federal branches/agencies of foreign banks).	Division of Consumer & Community Affairs Washington, DC 20551 (202) 452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institutions name).	Office of Thrift Supervision Consumer Programs Washington, DC 20552 (800) 842-6929
Federal credit unions (words “Federal Credit Union” appear in institutions name).	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 (703) 518-6360
State-chartered banks that are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 (800) 934-FDIC
Air, surface or rail common carriers regulated by former Civil Aeronautics Board of 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