



Highlands Ranch Metropolitan Districts conduct background checks on all applicants for positions that operate a District vehicle prior to employment and annually thereafter. This check is conducted through the Human Resources Department in conjunction with the Colorado Bureau of Investigation and Mountain States Employer's Council. The applicant shall receive an approved/denied answer to the background check to verify whether or not the applicant passed the check. Specific reasons for a failure to pass are confidential and may only be discussed between the applicant and the Human Resources Department.

Please complete the following information and sign the Fair Credit Report Act Disclosure and Authorization on the reverse side.

**PRINT CLEARLY**

**Full name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **State of Birth:** \_\_\_\_\_

**Has the applicant moved from another state? No** \_\_\_\_\_ **Yes,** \_\_\_\_\_  
State

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Requesting Supervisor: \_\_\_\_\_  
**PRINT CLEARLY**

**NOTE TO SUPERVISOR:**

Be sure this form is complete & forward this form to the Parks Operations Secretary.

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**Human Resources Use Only**

**Circle One**

**APPROVED**

**DENIED**

(All background checks shall be attached to application and returned to Human Resources)

## FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

### Disclosure

As an applicant for a volunteer position, employment or a current employee of Metro Districts Highlands Ranch, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Metro Districts Highlands Ranch may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer credit information or other information on consumers for the purpose of furnishing consumer reports to other, such as Metro Districts Highlands Ranch.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates or others with whom you are acquainted or who may have knowledge concerning any such items of information.

An investigative consumer report may be requested by the employer. You may request, in writing, within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

### Authorization

By Signing below, I, \_\_\_\_\_, hereby voluntarily authorize Metro Districts Highlands Ranch to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at Metro Districts Highlands Ranch. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date