



**Ravalli County Human Resource Office**  
**Hamilton, MT 59840**  
**Phone: (406) 375-6519**  
**Fax: (406) 375-6523**  
**E-mail: HR@rc.mt.gov**

**Position(s) For Which You Are Applying:** \_\_\_\_\_  
*Please list all employment opportunities that you would like to be considered for employment with Ravalli County.*

**Name:** \_\_\_\_\_  
Last First Middle Initial

**Present Address:** \_\_\_\_\_  
Street City State Zip

**Permanent Address:** \_\_\_\_\_  
Street City State Zip

**Telephone:** \_\_\_\_\_  
Home Work

**Ravalli County is an equal opportunity employer that encourages applications from All persons regardless of race, religion, sex, age, National origin, or disability.**

\*Do you need any accommodation to participate in the application or interview process? \_\_\_\_ Yes \_\_\_ No

**EDUCATIONAL EXPERIENCE:**

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High School	Location	Diploma (Yes, No)
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College	Location	Degree, Major/Minor	Date Graduated
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Trade/Business School	Location	Degree/Diploma/Course of Study	Date Graduated
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**Work Experience: Current Employer**

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Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
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Address of Employer	Street	City	State	Zip
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Position	Duties (Attach Additional Sheet, if Necessary.)
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**Work Experience: Former Employers** (Begin with Most Recent. Attach Additional Sheets if Necessary.)

**1.**

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Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
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Address of Employer	Street	City	State	Zip
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Position	Duties (Attach Additional Sheet, if Necessary.)
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**2.**

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Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
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Address of Employer	Street	City	State	Zip
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Position	Duties (Attach Additional Sheet, if Necessary.)
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**Professional References:**

1. \_\_\_\_\_  
Name                      Address                      City, State, Zip                      Telephone
  
2. \_\_\_\_\_  
Name                      Address                      City, State, Zip                      Telephone
  
3. \_\_\_\_\_  
Name                      Address                      City, State, Zip                      Telephone

**Recommendations:**

May we contact your references, your present employer, and your former employers for recommendations?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      If **NO**, please explain:

**Skills and Experience:**

Indicate the skills and experience you have for the position for which you are applying.

**Special Qualifications:**

What special work experience, training, or other qualifications do you have that will, in your opinion, make you successful in the job you are seeking?

**Since you are applying for a position that may involve working with the general public, please complete the following section:**

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involves any form of violence to include, but not limited to, assault, rape, child abuse, child molestation, extortion, blackmail, coercion, or any crime, which involves drugs?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If **YES**, explain the nature of the crime, place, and date or correction or sentence.

**Since you are applying for a position that may involve the handling of money or county property, please complete the following section.**

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If **YES**, explain the nature of the crime, place, and date of correction or sentence.

**If you are applying for a position that may involve driving a county vehicle, please complete the following section.**

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involved alcohol and/or drug driving related offenses?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If **YES**, explain the nature of the crime, place, and date or correction or sentence.

**MILITARY SERVICE:**

Are you a Veteran?      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Dates of Service: \_\_\_\_\_

I hereby authorize Ravalli County to inquire from any of my former and current employers and references regarding my background, employment, and performance and to confirm the accuracy of the information I have provided in this application. I release and hold the County harmless from any liability arising from such inquiry. I understand that misrepresentation or omission of information requested is cause for dismissal, and I affirm that the information provided in this application is complete and accurate.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Applicant Invitation to Self- Identify: Gender, Race, Disability, Veteran**

**Ravalli County is an equal employment opportunity employer (EEO). Ravalli County does not refuse employment or discriminate in compensation or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status.**

**Gender**       Male       Female

**Race or Ethnicity (select one)**

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White** (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American** (not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Pacific Islander** (not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian** (not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native** (not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Two or more races** (not Hispanic or Latino) - All persons who identify with more than one of the above races.
- I do not wish to self-identify**

**Voluntary Self-Identification of Disability (select one)**

- Yes, I have a Disability, or have a history/record of having a Disability
- No, I don't have a Disability, or a history/record of having a disability
- I do not wish to answer

**Veteran Status (select one)**

- I am a protected veteran
- I am NOT a protected veteran
- I do not wish to self-identify

**PROTECTED VETERAN DEFINITION**

**Protected veteran** means a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran or recently separated veteran.

**Active duty wartime or campaign badge veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

**Armed Forces service medal veteran** means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

**Disabled veteran** means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Recently separated veteran** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

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Applicants Signature

Date

Ravalli County, (the "County") may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes for positions with fiduciary responsibilities. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the County, throughout your employment.

TransUnion or another consumer reporting agency, will obtain the reports for the County. TransUnion is located at 4530 Conference Way South, Boca Raton Florida 33431, and can be contacted at 800-856-5599. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the County Human Resource Department 215 S. 4<sup>th</sup> Street Suite B Hamilton, MT 59840, phone 406-375-6519. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

#### **AUTHORIZATION**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as TransUnion, to the Company and its designated representatives and agents. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any reports that may be requested by or on behalf of the Company.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security No.\* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Present Address \_\_\_\_\_

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

Prior Addresses \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_

X \_\_\_\_\_

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

\* This information will only be used for background screening purposes and will not be taken into consideration in any employment decisions.

### 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.ftcgov/credit](http://www.ftcgov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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 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.



Since September 2005, 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.ftc.gov/credit](http://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](http://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 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.ftc.gov/credit](http://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](http://www.ftc.gov/credit).