



**PERSONAL INFORMATION**

IF HIRED, WOULD YOU HAVE RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK?  
 YES  NO

ARE YOU ATLEAST 18 YRS OLD?  YES  NO

(If under 18, hire is subject to verification that you are of minimum legal age.)

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMODATION?  YES  NO

If no, describe the functions that cannot be performed. \_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. Hire is subject to passing a medical examination, background check, drug screen, skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

**EDUCATION, TRAINING, AND EXPERIENCE** OR SKILL THAT YOU FEEL MAKE YOU ESPECIALLY SUITED FOR WORK AT *CARMEL HILLS CARE CENTER*?  YES  NO

If so, please explain: \_\_\_\_\_

DO YOU HAVE ANY OTHER EXPERINECE, TRAINING QUALIFICATIONS, HAS YOUR LICENSE/ CERTIFICATION EVER REVOKED OR SUSPENDED?  YES  NO

If yes, state reason (s), date of revocation or suspension, and date of reinstatement. \_\_\_\_\_

	<u>NAME &amp; ADDRESS</u>	<u>No. of Years Completed</u>	<u>DID YOU GRAUATE?</u>	<u>DEGREE/ DIPLOMA</u>
HIGH SCHOOL			YES	DEGREE DIPLOMA
COLLEGE / UNIVERSITY			YES	DEGREE DIPLOMA
VOCATIONAL / BUSINESS			YES	DEGREE DIPLOMA
HEALTH CARE TRAINING			YES	DEGREE DIPLOMA

**CRIMINAL HISTORY**

The presence of Criminal Records does not automatically disqualify an applicant.

The following State Laws Apply: (if you are not an applicant of one of the following States, please complete this section)

Under CALIFORNIA, NEW YORK and CONNECTICUT law, applicants should provide Conviction Records ONLY. CALIFORNIA applicants: exclude all sealed records; exclude marijuana cases over 2 years old;; list juvenile records of felony or misdemeanor convictions for sexual offenses or drug possession within the 5 years. Under HAWAII, MASS., MINN, N.J., N.Y., PENN and RHODE ISLAND law, applicants should not respond to the following or any questions seeking criminal records.

Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred, had prosecution diverted (diversion program), or adjudication withheld for any crime?  YES  NO

If YES, list ALL offenses, including Traffic and/or Criminal:

YEAR	OFFENSE	CITY	COUNTY	STATE

**EMPLOYMENT HISTORY**

List below all present and past employment starting with your most recent employer (last five years is sufficient).

<u>Name of Employer</u>	<u>Phone number</u>	<u>Type of Business</u>	<u>Supervisor Name</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Dates of Employment:</u>	From:	To:	
<u>Position :</u>			
<u>Duties:</u>			
<u>Reason for Leaving:</u>			
<u>Current Employer?</u>	YES	NO	

<u>Name of Employer</u>	<u>Phone number</u>	<u>Type of Business</u>	<u>Supervisor Name</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Dates of Employment:</u>	From:	To:	
<u>Position :</u>			
<u>Duties:</u>			
<u>Reason for Leaving:</u>			
<u>Current Employer?</u>	YES	NO	

<u>Name of Employer</u>	<u>Phone number</u>	<u>Type of Business</u>	<u>Supervisor Name</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Dates of Employment:</u>	From:	To:	
<u>Position :</u>			
<u>Duties:</u>			
<u>Reason for Leaving:</u>			
<u>Current Employer?</u>	YES	NO	

**REFERENCES**

LIST BELOW THREE PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE YEARS.

<u>First Name</u>	<u>Last Name</u>	<u>Phone Number</u>
<u>Occupation:</u>		
<u>Number of years Acquainted:</u>		

<u>First Name</u>	<u>Last Name</u>	<u>Phone Number</u>
<u>Occupation:</u>		
<u>Number of years Acquainted:</u>		

<u>First Name</u>	<u>Last Name</u>	<u>Phone Number</u>
<u>Occupation:</u>		
<u>Number of years Acquainted:</u>		

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW**

<u>Initials</u>	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
<u>Initials</u>	I hereby authorize <u>Carmel Hills Care Center</u> to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment unless otherwise specified above. I authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

<p>Initials</p>	<p>I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contact between me and Carmel Hills Care Center. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Carmel Hills Care Center and that no promises or representations contrary to the forgoing are binding on Carmel Hills Care</p>
<p>Initials</p>	<p>In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.</p>
<p>Initials</p>	<p>This company conducts internal background checks and may search public records. I am entitled to copies of any such public records obtained by the company unless I mark the check box below.</p> <p>If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.</p> <p>“Public records” are defined by California state law and means records documenting an “arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgement.” (Civil Code section 1786.53) <b>Any public records request performed by internal personnel employed by the company will only be conducted and used to the extent allowed by federal, state or local law, including any laws governing use of criminal history information.</b></p>
<p>I waive receipt of a copy of any public record described in the paragraph above.</p>	
<p>Date</p>	<p>Applicant’s Signature</p>



**Carmel Hills**  
CARE CENTER  
**REFERENCE CHECK AUTHORIZATION**

I, (Print Name) \_\_\_\_\_, am consenting to release any information regarding my employment history to Carmel Hills Care Center. Please list Jobs from Employment History on lines 1-4.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR EMPLOYEERS ONLY**

Organization ( ) Reference ( )

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Any report of alleged abuse?: ( ) Yes ( ) No Eligible for rehire?: ( ) Yes ( ) No

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FOR EMPLOYEERS ONLY**

Organization ( ) Reference ( )

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Any report of alleged abuse?: ( ) Yes ( ) No Eligible for rehire?: ( ) Yes ( ) No

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**To be completed by HR:**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

**FOR EMPLOYMENT**

# **FAIR CREDIT REPORTING ACT DISCLOSURE FOR THE PROCUREMENT OF CONSUMER REPORTS**

Pater Dignitas DBA Carmel Hills Care Center

(the "Company") may request a consumer report and/or investigative consumer report, as defined by the federal Fair Credit Reporting Act, on you from a consumer reporting agency in connection with your employment application and for employment purposes. A consumer report is a compilation of information that might affect your employability. These reports may contain information about your character, general reputation, personal characteristics and mode of living. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and GoodHire.

---

**THE SCREENING WILL BE CONDUCTED BY AN OUTSIDE AGENCY: Inflection Risk Solutions, LLC d/b/a GoodHire**

P.O. Box 391403 Omaha, NE 68139 | Phone: 1.888.906.7351 | Fax: 650.362.1933 | [support@goodhire.com](mailto:support@goodhire.com) | [www.goodhire.com](http://www.goodhire.com)

---





Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

# A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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). For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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 a 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](http://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](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Incomplete, inaccurate, 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.

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

**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 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](http://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 1-888-5-OPTOUT (1-888-567-8688).

The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **Consumers Have the Right To Obtain a Security Freeze**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- 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](http://www.consumerfinance.gov/learnmore).

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

**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:**

**TYPE OF BUSINESS:**

**PLEASE CONTACT:**

- |   |  |
|---|--|
| <p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB.</p>   | <p>Consumer Financial Protection Bureau<br/>1700 G Street, N. W., Washington, DC 20552</p> <p>Federal Trade Commission<br/>Consumer Response Center<br/>600 Pennsylvania Avenue, N.W., Washington, DC 20580<br/>877-382-4357</p>   |
| <p>2. To the extent not included in item 1 above:</p> <p>a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>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.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>Office of Controller of the Currency<br/>Customer Assistance Group<br/>1301 McKinney Street, Suite 3450, Houston, TX 77010-9050</p> <p>Federal Reserve Consumer Help Center<br/>P.O. Box 1200, Minneapolis, MN 55480</p> <p>FDIC Consumer Response Center<br/>1100 Walnut Street, Box #11, Kansas City, MO 64106</p> <p>National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO)<br/>1775 Duke Street, Alexandria, VA 22314</p> |
| <p>3. Air Carriers</p>  | <p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings<br/>Aviation Consumer Protection Division Department of Transportation<br/>1200 New Jersey Avenue, S.E., Washington, DC 20590</p>  |
| <p>4. Creditors Subject to the Surface Transportation Board</p>   | <p>Office of Proceedings, Surface Transportation Board<br/>Department of Transportation<br/>395 E Street, S.W., Washington, DC 20423</p>   |
| <p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>   | <p>Nearest Packers and Stockyards Administration area supervisor</p>   |
| <p>6. Small Business Investment Companies</p>   | <p>Associate Deputy Administration for Capital Access United States Small Business Administration<br/>409 Third Street, S.W., 8th Floor, Washington, DC 20416</p>  |
| <p>7. Brokers and Dealers</p>   | <p>Securities and Exchange Commission<br/>100 F Street, N.E., Washington, DC 20549</p>   |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>   | <p>Farm Credit Administration<br/>1501 Farm Credit Drive, McLean, VA 22102-5090</p>  |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>  | <p>Federal Trade Commission<br/>Consumer Response Center<br/>600 Pennsylvania Avenue, N.W., Washington, DC 20580<br/>(877) 382-4357</p>  |

## STATE LAW DISCLOSURES

If you reside in, or are seeking work in any of the following states, please review these additional notices:

**California:** This is the Summary of Your Rights under California Civil Code 1786.22. You have the right to view your file that an Investigative Consumer Reporting Agency holds. By providing proper identification and duplication cost, you may obtain a copy of this information in person at the Consumer Reporting Agency's regular business hours and after providing reasonable notice for your request. Additionally, you can make the same request via mail or over request a summary of the file over the phone. The Consumer Reporting Agency can assist you in understanding your file, including coded information. You are allowed to have one additional person accompany you so long as they provide proper identification. "Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If an ICRA is unable to reasonably identify you on the basis of these documents, they may require additional information concerning your employment and personal or family history in order to verify your identity.

**Maine:** You have the right to ask and know whether a company ordered a background check on you. You can request the name, address, and telephone number of the nearest Consumer Reporting Agency office. Your request will be processed and sent to you within 5 business days.

**Minnesota:** You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

**Massachusetts:** You have the right to obtain a copy of any of your consumer reports that your company has ordered on you by contacting the Consumer Reporting Agency for a free copy.

**New Jersey:** You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the Company requested about you. A full Summary of your Rights under New Jersey law is below.

**New York:** By submitting a written request, you can learn whether a company has run a background check on you. You are allowed to inspect and order a copy of the report by directly contacting the Consumer Reporting Agency. If you have been convicted of one or more criminal offenses, you can request the company to provide a written statement declaring the reasons for the refusal of hire. This statement must be provided to you within 30 days of your request. New York Corrections Law Article 23-A is also provided below.

**Washington State:** After submitting a written request and waiting a reasonable amount of time after receiving the disclosure, you have the right to receive a complete and accurate disclosure of the nature and scope of any "investigative" consumer reports requested by an agency. The Washington Fair Credit Reporting Act requires Consumer Reporting Agencies to provide you a summary of your rights and remedies upon request. Any information requested by a company that deals with credit worthiness, credit standing or capacity is justified in order for employers to evaluate whether you present a risk for theft or dishonest behavior for the job you are being considered for. A full Summary of your Rights under Washington law is below.



Please note the following information is for educational purposes only and does not constitute legal advice. Please consult with counsel prior to using this form as part of your screening process.

# AUTHORIZATION

I have carefully read and understand the FCRA Candidate Disclosure for the Procurement of Consumer Reports form, and if applicable, the California Candidate Disclosure for the Procurement of Investigative Consumer Reports form. I have also read and understand the attached Summary of Rights under the Fair Credit Reporting Act and State Law Disclosures. By my signature below, I authorize the Company to share the contents of this consumer report or investigative consumer report with its partners and clients in an effort to place me into an employment/independent contractor/volunteer relationship with those partners. The Company will only share the background report as necessary, and as authorized, in order to assign me to a client, partner company, or organization. I understand that if the Company hires or engages me, my consent will apply, and the Company may obtain reports throughout my employment/contract/tenure where state law allows. I also understand that the information contained in my job application or otherwise disclosed by me before or during my employment/contract/tenure, 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.

If applicant is younger than 18 years old, a Legal Guardian must provide his/her own email address and signature in the fields below.

- I authorize GoodHire and its agents to contact my current employer if necessary, to verify my current employment status after the following date: \_\_\_\_\_

Applicant Name	
Legal Guardian Name (if applicant is under 18)	Applicant/Legal Guardian Email
Applicant/Legal Guardian Signature	Date

- Check this box to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report from GoodHire electronically. For a paper copy, contact GoodHire at 1-888-906-7351 or [support@goodhire.com](mailto:support@goodhire.com)

