



ADVISEMENT TO CANDIDATE
REGARDING FALSE STATEMENTS

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Candidate Name

The overall purpose of the pre-employment background investigation is to verify that your application and any statements you have made to your prospective employer concerning your qualifications are true.

The courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, Colorado law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust.

Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job, or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

CERTIFICATION

I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.

Signature of Applicant

Date

Type/Print Name



AUTHORIZATION / ADVISEMENT

**INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR
CONFIDENTIALITY OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION**

I fully recognize that under Colorado law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency must make reasonable efforts to ensure that any person employed as a peace officer will conform to the standards required by law.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in Colorado. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis, **which means I will not be permitted to access or review information communicated by those persons or organizations about my suitability for peace officer employment.** I also understand, and authorize, this background investigation to be conducted by ProFirst Training and Consulting, LLC in part, or in its entirety.

I further recognize that although some of the information contained in the background investigative report is a matter of public record, or may otherwise be accessible to me, this information may be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have been informed that because this background investigation is mandated by law, responses from persons contacted, whether solicited or unsolicited, will not be shared with me. Those persons must be able to communicate freely and openly with a background investigator about my qualifications and suitability for law enforcement employment without fear that their statements might subject them to liability or become known to me.

Therefore, I exonerate, release, and discharge the ProFirst Training and Consulting, LLC, person and all entities contacted by my prospective employer, together with my prospective employer, and their officers, agents, or assigns, from any claim for liability or damages of any kind, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their communications about my suitability for employment, and for any refusal to make available to me any and all confidential information contained in this pre-employment investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person, and from any other compliance with this authorization or attempts to comply with it successful manner.

CERTIFICATION

I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.

Signature of Applicant

Date

Type/Print Name



ADVISEMENT TO CANDIDATE

REGARDING CREDIT / CONSUMER REPORT INFORMATION FOR EMPLOYMENT PURPOSES

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) requires that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision. In some cases, an evaluation of your financial history is mandated by law or by policy of your prospective employer.

You are hereby notified that the Northglenn Police Department intends to use credit data as **part** of its decision-making process for the position for which you have applied.

1. Please provide a current copy of your credit report. Experian or TransUnion
2. Your consent is required for reports that are provided to employers or that contain medical information;
3. You can find out what is in your file, although some information, such as "risk sources" or "credit scores" may be lawfully withheld;
4. You can dispute inaccurate information directly with the CRA
5. Inaccurate information must be corrected or deleted
7. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
8. You may choose to exclude your name from the CRA list for unsolicited credit and insurance offers;
9. You may seek damages from violators, and;
10. The complete text of this act may be found at www.ftc.gov.

CERTIFICATION: I certify that the Northglenn Police Department has my consent to obtain a copy of my credit report for the limited purpose of my pre-employment background investigation; that I have been furnished with the name, address, and telephone number of the CRA, I have been informed that I will receive a copy of my credit report and that I have been informed in summary form of my rights under the FCRA.

Signature: _____

Date: _____

Print Name: _____



ADVISEMENT TO PEACE OFFICERS
Seeking Lateral Placement

LATERAL APPLICANTS ONLY

POST prohibits the employment of persons who are not of *good moral character* or who are not fit to serve as peace officers. This legal prohibition applies equally to persons seeking employment as peace officers, as well as to persons already employed as peace officers seeking appointment with another agency.

STATEMENT

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having been engaged in *illegal activities while employed as a peace officer*, this information will likely bar you from further consideration for this position. *Further*, in the event that this illegal activity occurred during the time of your present employment as a peace officer, or if this background investigation should uncover information which raises questions about your fitness to continue as a peace officer, this information may be transmitted to your present employer for their independent investigation.

CERTIFICATION

I certify that I have read this advisement, understand its implications, and have received a copy of it.

Signature of Applicant

Date

Type/Print Name

Important Message

The following waiver needs to be notarized by a notary public. This waiver will be provided to previous, and current employers, as an authorization from you to release information about your employment.

As a courtesy, we have provided a link to an online notary public service so this can be done directly from your computer. The link can be found in the upper right corner of the portal. You will need a laptop or desktop with a camera connection.

If you prefer to take the form to a notary public, you can simply print the form and take it to a notary public of your choice.

Please note- regardless of which method you choose, please do not sign the waiver until told to do so by the notary public. It must be done in their presence. You will need a valid government ID for either method.

If you have any questions, please feel free to contact us for assistance.



RELEASE AUTHORIZATION

EMPLOYMENT INFORMATION – PEACE OFFICER/ PUBLIC SAFETY OFFICER

AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT

State law provides that each class of **Public Officer or Employees declared by law to be Peace Officers** shall "be of good moral character, as determined by a thorough background investigation."

As a candidate for a position with the **Northglenn Police Department**, I am required to furnish information for use in determining my qualifications. I accordingly authorize, for 120 days from the date I sign this release and waiver, any authorized representative of my prospective employer bearing this release or any copy thereof, to obtain any and all information you have concerning me, including but not limited to, information pertaining to my employment, job applications, performance evaluations, attendance records, disciplinary actions, eligibility for rehire, and other information relevant to my suitability for peace officer employment, including any and all files otherwise deemed confidential or privileged, including any and all materials that have been sealed by agreement, court order, or otherwise, including, but not limited to, disciplinary matters. I acknowledge and understand that when my prior employers, or other persons, provide information to my prospective employer in order for my prospective employer to determine suitability for peace officer employment, that the disclosure of information by my prior employer or other persons to my prospective employer is confidential.

I further understand that peace officers, when seeking employment with another department or agency employing peace officers in this state, are required to give written permission to the hiring department or agency to review his or her general personnel file and any other separate file designated by his or her agency, including investigations of misconduct.

I hereby acknowledge and understand that certain records or information contained in any of the files, materials or information that may be disclosed to my prospective employer pursuant to this release may be considered confidential and therefore potentially otherwise subject to discovery or disclosure only pursuant to a court motion. I agree that if I am hired, I may choose to have information gathered during the background investigation remain confidential and not become part of my general personnel file.

I hereby release, discharge, and exonerate the company/agency and/or any person furnishing information pursuant to this release, including their agents and representatives, from liability or damages of any kind arising out of the furnishing and/or inspection of records in compliance with this authorization and request to release information. I hereby waive any and all right and/or opportunity to review, inspect and/or obtain the background investigation report and/or any information provided during the background investigation.

It is further understood, acknowledged, and agreed to, that any information secured pursuant to this statutorily required background investigation, which would negatively reflect on my fitness for duty, may be furnished to my current law enforcement employer or other third parties as may be deemed necessary in the course of fulfilling its official responsibilities.

This release shall be binding on my legal representatives, heirs, and assigns.

Applicant Name (Printed)

Applicant Signature

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness accuracy or validity of that document.

State of _____

County of _____

Subscribed and sworn (or affirmed) before me on this _____ day of _____, 20__

by _____, proved to me on the basis of satisfactory evidence to

Applicants name (printed)

be the person who appeared before me.

Notary Signature

Notary Seal

The authorization to release records is valid for 120 days from the date of signature.