



# Children's Discovery Museum of San Jose

## Application for Employment

180 Woz Way, San Jose, CA 95110 \* (408) 298-5437 FAX: (408) 298-6826 [jobs@cdm.org](mailto:jobs@cdm.org) [www.cdm.org](http://www.cdm.org)

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Are you 18 years or older? \_\_\_yes \_\_\_no Are you authorized to work in the U.S.A.? \_\_\_yes \_\_\_no

### Employment Desired

Position \_\_\_\_\_ Date Available \_\_\_\_\_

Are you employed now? \_\_\_yes \_\_\_no If so, may we inquire of your present employer? \_\_\_yes \_\_\_no

Salary desired \_\_\_\_\_ Referred by \_\_\_\_\_

### Background

Education	Name and City of School	Number of years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

Subjects of special study or research \_\_\_\_\_

Volunteer Work \_\_\_\_\_

Special Skills \_\_\_\_\_

Languages spoken other than English \_\_\_\_\_

Have you ever been convicted of a crime? (You may omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for marijuana related offenses for personal use, and misdemeanors for which probation was completed and the case judicially dismissed.) \_\_\_yes \_\_\_no If yes, please explain \_\_\_\_\_

If yes, was the conviction in California or in another state? Please specify state(s) \_\_\_\_\_

**Advisory:** A check of the applicant's/employee's criminal history will be made to verify the responses to the above questions. Children's Discovery Museum of San Jose conducts background checks for the sole purpose of ensuring the safety of its staff, volunteers and visitors. No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

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**Employment History** List your last four employers starting with the most recent

Dates of Employment	Name and Address of Employer	Salary	Position	Reason for Leaving

Which of these jobs did you like the best and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**References** Give the names of three persons not related to you, whom you have know for at least one year.

Name	Phone Number	Relationship or Business	Years Acquainted

In case of emergency, please notify: \_\_\_\_\_  
Name Phone

"I certify that all information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I understand and agree that in consideration of employment, I will be required to sign a release and give consent to a background check to be completed prior to my employment. In consideration of my employment, I agree to adhere to the policies and regulations of Children's Discovery Museum, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time by Children's Discovery Museum of San Jose."

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

\_\_\_\_\_  
Date

I am available for an interview on the following days and times: \_\_\_\_\_

\_\_\_\_\_

## **Consumer Background and Investigative Search Notice, Authorization and Liability Release**

The purpose of this form is to notify you that a *Consumer Background Report* will be conducted on you in the course of consideration for employment or placement with or through Children's Discovery Museum of San Jose (CDM). It may also be used at any time during the course of your employment for the purposes of evaluating your suitability for employment, promotion, reassignment, retention, or access to facilities. Additionally, in the event that claims or disputes between you and Children's Discovery Museum of San Jose are filed with any third parties, CDM may request such consumer or investigative reports for the purpose of evaluation and response, regardless of whether you remain in the employ of CDM at the time such claims or disputes arise.

According to the Fair Credit Reporting Act, you are entitled to know if employment will be and ultimately is denied because of information obtained by CDM from a consumer reporting agency. The investigation will be conducted by **Creative Security Company, Inc.**, located at 150 S. Autumn Road, Suite B, San Jose, CA. Their phone number is (408) 295-2600; the fax is (408) 295-6717. The reports that may be requested from Creative Security Company are, but are not limited to: Social Security Number verification; criminal and sex offender records check, DMV records check if the position you are considered for involves driving a CDM owned vehicle, and verification of application responses for previous employment or education histories.

### **Authorization**

I have carefully read and understand this notice and authorization form and by my signature below, consent to the release of consumer or investigative consumer reports as defined above, to my employer, 1) in conjunction with my application for employment, 2) during the course of my entire employment, if any, and 3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to my employer by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer or investigative reports requested by my employer and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be or is an offer of employment or a promise of continued employment.

I understand that California Civil Code 1786.22 also provides for the following provisions:

- a) *An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.*
- b) *Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:*
  1. *In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.*
  2. *By certified mail, if he makes a written request, with proper identification for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.*
  3. *A summary of all information contained in files on a consumer and required to be provided by section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid or charged directly to the consumer.*
- c) *The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid drivers license, social security account number, military ID card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may the investigative consumer reporting agency require additional information concerning the consumers employment and personal or family history in order to verify his identity.*
- d) *The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.*

e) *The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.*

f) *The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.*

**For California Applicants:**

By checking this box, I request a copy of the consumer report.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Social Security Number / DOB

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drivers license Number / State

## CONSUMER SUMMARY OF RIGHTS

### **A Summary of Your Rights under the Fair Credit Reporting Act**

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). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. 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 state law. You may a state or local consumer protection agency or a state attorney general to learn those rights.

- **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.

- **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 also are 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.

- **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 a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

- **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.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone - such as a creditor who reports to a 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.

- **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.
- **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.
- **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.
- **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.
- **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: PLEASE CONTACT:

CRA's, creditors and others not listed below Federal Trade Commission

Consumer Response Center – FCRA

Washington, DC 20580

# 202-326-3761

National banks, federal branches/agencies of foreign banks Office of the Comptroller of the

Currency

(word "National" or initials "N.A.." appear in or after bank's name) Compliance Management, Mail Stop

6-6

Washington, DC 20219

# 800-613-6743

Federal Reserve System member banks (except national banks, and federal Federal Reserve Board / Division of

Branches/agencies of foreign banks) Consumer & Community Affairs

Washington, DC 20551

# 202-452-3693

Savings associations and federally chartered savings banks Office of Thrift Supervisors

(word "Federal" or initials "F.S.B." appear in federal institution's name) Consumer Programs

Washington, DC 20552

# 800-842-6929

Federal credit unions National Credit Union Administration

(word "Federal Credit Union" appear in institution's name) 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 Department of Transportation

Board of Interstate Commerce Commission 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