

REQUIRED AFFIDAVIT FOR EMPLOYEES OF  
FACILITY OR REGISTERED FAMILY HOME

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

**Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, the undersigned affiant, who, being by me duly sworn, did testify and depose as follows:**

1. I acknowledge that the Organization with whom I am employed is required by the **Texas State Department of Family and Protective Services** to obtain a copy of this Affidavit duly executed by me. I also acknowledge that my failure to execute this Affidavit will constitute a good cause basis for terminating my employment.
2. I swear or affirm, **under penalty of perjury**, that, either as an adult or as a juvenile, I have:
  1. Been convicted of;
  2. Pleaded guilty to (whether or not resulting in a conviction);
  3. Pleaded nolo contendere or no contest to:
  4. Admitted;
  5. Had any judgment or order rendered against me (whether by default or otherwise);
  6. Entered into any settlement of an action or claim of;
  7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
  8. Been diagnosed as having or have been treated for any mental or emotional condition arising from;
  9. Resigned under threat of termination of employment or volunteerism for;
  10. Had a report of child abuse or neglect made and substantiated against me for; or,
  11. Have pending criminal charge(s) against me in this or any other jurisdiction for: any conduct, matter or thing, irrespective of formal name thereof, constituting or involving, whether under criminal, civil and/or administrative law of any jurisdiction, the following:

(Please check all that apply, if none apply, check NONE on #19)

- |       |     |  |
|-------|-----|--|
| _____ | 1.  | Any felony;  |
| _____ | 2.  | Rape or other sexual assault;  |
| _____ | 3.  | Physical, sexual, emotional abuse and/or neglect of a minor;   |
| _____ | 4.  | Incest;  |
| _____ | 5.  | Exploitation, including sexual, of a minor;  |
| _____ | 6.  | Sexual misconduct with a minor;  |
| _____ | 7.  | Molestation of a child;  |
| _____ | 8.  | Lewdness or indecent exposure;   |
| _____ | 9.  | Lewd and lascivious behavior;  |
| _____ | 10. | Obscene or pornographic literature, photographs or videos;   |
| _____ | 11. | Assault, battery, or any violent offense involving a minor;  |
| _____ | 12. | Endangerment of a child;   |
| _____ | 13. | Any misdemeanor or other offense classification involving a minor or to which a minor was a witness; |
| _____ | 14. | Unfitness as a parent or custodian;  |
| _____ | 15. | Removing children from a state or concealing children in violation of a court order;                 |
| _____ | 16. | Restrictions or limitations on contact or visitation with children or                                |

- \_\_\_\_\_ minors;
- \_\_\_\_\_ 17. Any type of child abduction; or,
- \_\_\_\_\_ 18. Similar or related conduct, matters, or things.
- \_\_\_\_\_ 19. NONE

For each category listed, please list in detail each and every incident, location, description and date. If you checked the line marked "NONE", confirm your response by writing "NONE" on Exhibit "A".

**DO NOT LEAVE EXHIBIT "A" BLANK.**

3. I swear or affirm, under penalty of perjury, that all of the information contained in EXHIBIT "A" is true and complete.

FURTHER THE AFFIANT SAYITH NOT.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of notary officer:

\_\_\_\_\_

SEAL

Commission expires: \_\_\_\_\_



# Candidate Release Authorization

- I. In connection with my application for employment or continued employment at Cal Farley's (the Company), I understand that a consumer report and/or an investigative consumer report will be ordered that may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reasons for termination of past employment. I understand that to the extent permitted by applicable law and as directed by company policy and consistent with the job described, the Company may be requesting information from public and private sources about me, including but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, drug testing results. If company policy requires and to the extent permitted by law, I am willing to submit to alcohol and/or drug testing to detect the use of alcohol or drugs prior to and during employment.
- II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state or local laws and only after a conditional job offer is made.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies. In the event that an agency or record source requires an alternative release form or additional identifying characteristics in order to release the requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by the Company.
- IV. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source that provided the information. Applicants in Massachusetts, Minnesota, Oklahoma, New York, Maine, Washington, New Jersey and California: if you want a free copy of the report(s) ordered, check this box.  The report(s) will be sent to you by the Consumer Reporting Agency listed here: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524. See attached Candidate Notice and Disclosure Form for other notices.
- V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, insurance company or other applicable record source contacted by Cal Farley's (the Company) or its agent, to furnish the information described in Section I.
- VI. If applicable, I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to Cal Farley's (the Company). This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer is limited to the following DOT-regulated items: alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.
- The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. I understand that this information is confidential and will not be used for any other purposes. I hereby release the employer, its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively and all persons, agencies, and entities providing information or reports about me from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates arising out of the requests for or release of any of the above mentioned information or reports.

First Name:	Middle Name:	Last Name:
Please print other names you have used (maiden name, surname, alias name):		
First:	Middle:	Last Name(s):
Current Street Address	City	State      Zip Code
Social Security Number:	Date of Birth:	(For ID Purposes only)
Phone Number:	Date Hired:	County:
<b>List All Cities in Texas Where You Have Lived in the Past 5 Years:</b>		
<b>List All Cities/States Other Than Texas Where You Have Lived in the Past 5 years:</b>		
Race: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Pacific Islander		
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Other		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Driver's License Number:	State Issuing License	
Name as it appears on license:		
<b>** COMPLETE THE BELOW SECTION ONLY IF YOU LIVE IN CAMPUS HOUSING **</b>		
<b>CHILDREN WHO RESIDE WITH YOU AND INCLUDE THEIR DOB</b>		
Name:	DOB:	2.      DOB:
<b>DO YOU HAVE FOSTER CHILDREN RESIDING IN YOUR HOME?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

I CERTIFY THAT THE INFORMATION THAT I PROVIDED ON THIS FORM IS TRUE AND CORRECT. I UNDERSTAND THAT FALSE INFORMATION, MISREPRESENTATIONS AND OMISSIONS MAY DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT, OR, IF I AM HIRED OR ALREADY WORK FOR THE COMPANY, THAT I MAY BE DISCIPLINED, UP TO AND INCLUDING TERMINATION.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

# Fair Credit Reporting Act

## *Candidate Notice and Disclosure*

\_\_\_\_\_ Cal Farley's \_\_\_\_\_ (the "Company") will order a consumer report and/or an investigative consumer report (background check report) on you in connection with your application for employment, or if already hired, or if you already work for the Company, we may order additional background check reports on you for employment purposes without obtaining additional consent, where permissible by law. The consumer reporting agency ("Consumer Reporting Agency") that will prepare and process the report(s) is:

ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
Telephone 800-367-5933

In the event that information from the report is utilized in part or in whole in making an adverse decision with regard to your potential employment or employment, before making the adverse action, we will provide you with a copy of the report and a description in writing of your rights under the law.

You have the right to request, in writing, within a reasonable time, that we disclose the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is the later. To receive this information or to inspect any files concerning such a report or to determine if a report has been requested, you may contact the Company or the Consumer Reporting Agency.

The Fair Credit Reporting Act and certain state laws give you specific rights in dealing with consumer reporting agencies. You will find these rights in the attached documents.

Please be advised that we may also obtain an investigative consumer report (background check report) on you that may include information as to your character, general reputation, personal characteristics, and mode of living. By your signature below, you hereby authorize us to order consumer and/or investigative consumer reports including, but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, and drug testing results. The information may be obtained from private and public repositories of information, and can be disclosed to the processing agency (Consumer Reporting Agency) listed above and its agents.

I, \_\_\_\_\_, agree that a facsimile or photocopy of this form is valid just like the original form. I acknowledge receipt of this Disclosure and the attached Fair Credit Reporting Act Summary of Rights.

\_\_\_\_\_  
Please print your full name. Last First Middle

\_\_\_\_\_  
Current Address City State Zip Code

\_\_\_\_\_  
(FOR IDENTIFICATION PURPOSES ONLY) Social Security Number Date of Birth

\_\_\_\_\_  
Signature Today's Date

**GIVE COPY WITH STATE LAW NOTICES, SUMMARY OF RIGHTS AND RELEASE AUTHORIZATION DOCUMENTS TO CANDIDATE. RETAIN A COPY FOR YOUR FILES.**

**For residents of, or for jobs located in, California, Maine, Massachusetts, Minnesota, New Jersey, New York, Oklahoma and Washington, you may request a free copy of any background check report by checking the box below.**

I request a free copy of the report.

**STATE LAW NOTICES:**

If you live in, or are seeking work for the Company in California, Maine, Massachusetts, New York, or Washington State, note:

**CALIFORNIA:** You may view the file that the Consumer Reporting Agency has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by going to the Consumer Reporting Agency's offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file summary by telephone. The Consumer Reporting Agency can answer questions about information in your file, including any coded information. If you go in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered a background check report on you. You may request the name, address, and telephone number of the nearest office for the Consumer Reporting agency. We will send this information to you within five business days of our receipt of your request. You have the right to ask the Consumer Reporting Agency for the report.

**MASSACHUSETTS:** If you ask, you have the right to a copy of any background check report concerning you that the Company has ordered. You may contact the Consumer Reporting Agency for a copy.

**NEW YORK:** If you submit a written request, you have the right to know whether the Company ordered a background check on you from the Consumer Reporting Agency. You may inspect and order a copy by contacting the Consumer Reporting Agency. If you have previously been convicted of one or more criminal offenses and are denied employment, you may request that the Company provide a written statement setting forth the reasons for such denial. The Company must provide the written statement within thirty (30) days of your request.

**WASHINGTON STATE:** You have the right, upon written request made within a reasonable time frame after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of any "investigative" consumer report we may have requested. You also have the right to request from the Consumer Reporting Agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing, or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.