

**CITY OF SAN DIEGO
DISCLOSURE RELATED TO BACKGROUND REVIEW
FOR EMPLOYMENT IN THE UNCLASSIFIED SERVICE**

I, _____ [PLEASE PRINT YOUR NAME], am a candidate for employment by the City of San Diego (City) in the Unclassified Service. By my signature below, I understand and acknowledge the following conditions related to my application for employment by the City:

1. Any offer of employment by the City is conditioned upon satisfactory completion of all of the screening processes required for the position I am seeking. The City, acting through its designated employees or agents, will conduct a background investigation related to my qualifications for City employment.
2. Upon a determination that I meet the minimum qualifications for the position, as established by the San Diego City Charter, ordinances of the City Council, or other applicable laws, I will be asked to submit my fingerprints to the City of San Diego's Personnel Department for the purpose of obtaining a criminal conviction report from the California Department of Justice and Federal Bureau of Investigation.
3. The City may obtain a consumer report or investigative consumer report, as defined by the federal Fair Credit Reporting Act, about me from a consumer reporting agency in connection with my application for employment. A consumer report is a compilation of information, including information about my employment history, educational history, licenses and certifications, character, reputation, and other background information related to my qualifications for employment by the City. The City may obtain information about me from personal interviews with sources, including my references, employers, and associates.
4. I have the right, upon written request to the City made within a reasonable period of time after my receipt of this Disclosure, to request the nature and scope of any consumer report or investigative consumer report obtained by the City. If the City uses a third-party, consumer reporting agency to conduct any part of its background investigation, the City will provide me with the name of the consumer reporting agency and its address, phone number, electronic mail address, and Internet website address, prior to the use of the third-party, consumer reporting agency. A summary of my rights under the Fair Credit Reporting Act may be found at:

https://files.consumerfinance.gov/f/documents/bcftp_consumer-rights-summary_2018-09.pdf

Upon request, the City will provide me with a written copy of these rights.

I acknowledge the receipt of this Disclosure.

Candidate Name _____

Candidate Signature _____

Date _____