County of Tulare

221 S. MOONEY BLVD., RM. 206
VISALIA, CA 93291-4593
PHONE: (559) 713-2750
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CHIEF PROBATION OFFICER
MICHELLE BONWELL

PROBATION DEPARTMENT

Dear Applicant:

Congratulations on passing the written exam. You are scheduled to appear for an oral interview. Please read and complete the following instructions in its entirety.

- Please arrive 15 minutes prior to your scheduled interview.
- Please dress in appropriate business attire for the interview.

The following documents will need to be completed and brought with you to your oral interview. Print all documents single sided. All sections must be fully completed. Submit complete addresses, zip codes, and double check the information provided. It is advised after completion, you make a copy of your Personal History Statement for yourself. We will not provide one for you.

- A ***Probation Department Authorization to Release Form*** which must be notarized and signed prior to your interview.
- The **Advisement to Applicants**.
- The **Informed Consent Release and Hold Harmless for Confidentiality of Pre-Employment Background Investigation Data** form (Form needs to be signed by applicant and witness).
- The **Credit Advisement** form.
- **Personal History Statement- Peace Officer - POST 2-251 (Rev 02/2018)**: This is a separate, fillable form.

If you successfully pass the Oral Interview, a Background Investigator will contact you to complete a Background Investigation. Once the Background Investigation has begun, originals and copies of the following applicable items are required and are considered part of your Personal History Statement:

County issued Birth Certificate
High School Diploma or equivalent
Professional Training Certificates
College Degree
Sealed Official College Transcripts (Do not mail them to us.)
Proof of Automobile Insurance (In your name)

Marriage Certificate
Dissolution of Marriage
Selective Service Number
DD-214-Military Discharge
Driver's License/ Social Security Card

When making copies, please copy each item individually on separate sheets of paper. The copies will not be returned.

THIS IS NOT AN OFFER OF EMPLOYMENT

TULARE COUNTY PROBATION DEPARTMENT
APPLICANT PROCESSING PROCEDURE

This ***is not*** an offer of employment and is intended only to inform you of the steps to be taken in determining that you are otherwise qualified for the position of Deputy Probation Officer. **DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB, OR RELOCATE.** The hiring process will include:

1. A thorough background investigation conducted according to guidelines established to comply with the provisions set forth in California Government Code sections 1029 and 1031, and in accordance with the guidelines of the Commission on Peace Officer Standards and Training. The investigation may include a blood or urine examination to determine current and/or recent use of illegal substances.

   Any significant discrepancies in the information contained in the Personnel History Questionnaire and/or information supplied by you to the background investigator and/or current or recent use of illegal substances or abuse of legal substances may be the basis for removing your name from the eligibility list.

2. If you successfully complete the background investigation you will be placed in a pool of qualified applicants for future hire as vacancies occur. When a vacancy does occur and you have been determined to be the best-qualified candidates a "Conditional Offer of Employment" will be made contingent, upon your successfully completing:

   a. A psychological screening to determine job suitability conducted and interpreted by a licensed psychologist as set forth in California Government Code section 1031(f) and guidelines established by the Commission on Peace Officer Standards and Training.

   b. A comprehensive medical examination, conducted by a licensed physician, administered according to guidelines established by the County of Tulare in accordance with the provisions of Government Code sections 1031, 12940, 12940.1 and the Commission on Peace Officer Standard and Training.

3. Successful completion of all of the above will result in your employment.

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PROBATION DEPARTMENTAUTHORIZATION AND RELEASE

I, _____, having made an application for employment with the Tulare County Probation Department and desiring it to be informed as to my previous record and character, I hereby authorize any peace officer or other authorized representative of the Tulare County Probation Department bearing this release, or a copy of it, within two years of it's date, to obtain any information in your files pertaining to my employment, pre-employment, military, arrest, conviction, driving, financial or educational history, including but not limited to academic achievement, attendance, athletic performance, personal history, performance reports, background investigations, polygraph examination results, any and all internal affairs investigations and disciplinary records, child support records, public assistance records, alimony records, State and Federal income tax records.

I hereby release you, as the custodian of such records, and any state or federal law enforcement, criminal justice, social service or tax collection agency, school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including it's officers, employees, or other related personnel both individually and collectively from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with his authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me at the address provided with my signature.

_____ _____
Signature of Applicant Date of Birth

_____ _____
Address Social Security Number

Notary Consumer Disclosure Requirement (SB 1050) requires that: 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 California
County of _____ }

On _____ before me, _____,

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____
Signature of Notary Public

NOTE TO EMPLOYERS: California Government Code Section 1031.1 specifies, in part, that:
When performing a background investigation for applicants not currently employed as peace officers, an employer shall disclose employment information relating to a current or former employee, upon the request of a law enforcement agency, if all of the following conditions are met: 1) The request is made in writing; 2) The request is accompanied by a notarized authorization by the applicant releasing the employer of liability; 3) The request and authorization are presented to the employer by a sworn officer or authorized representative of the employing law enforcement agency.

ADVISEMENT TO APPLICANTS

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 California courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, California 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.

Dated: _____ Signature: _____

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

I fully recognize that under California 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 has both a legal and a moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.

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 California, information protected under sections 832.7 of the Penal Code and 1043 of the Evidence Code. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. 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.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because this background investigation is either mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under California Civil Code Section 47.

Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, 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.

I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy of it pursuant to California Labor Code Section 432.

Dated this _____ day of _____, 20___, in the County of Tulare, State of California. (This release is valid for 1 year from the date of signature).

_____ _____

Signature of Candidate Signature of Witness

CREDIT ADVISEMENT

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) and California=s Consumer Credit Agencies Act (Civil Code Section 1785.20.5) require 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 (California Code of Regulations Section 1002(a), POST Commission Procedure C-1, 1-5(j)), or by policy of your prospective employer.

You are hereby notified that your prospective employer intends to use credit data as **part** of its decision-making process for the position for which you have applied. The **C**redit **R**eporting **A**gency (CRA), which will furnish this data, will be Equifax located at P.O. Box 740241, Atlanta, GA 30374. Their telephone number is 1-800-685-1111. You will automatically be furnished a copy of this report, but before any adverse actions are taken as a result of this document, you are advised of the following:

1. Access to your file is limited to persons recognized by the FCRA;
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 have been informed of the name, address, and telephone number of the CRA which is furnishing this data;
5. You can dispute inaccurate information with the CRA;
6. 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 Tulare County Probation 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.

Dated: _____ Signed: _____