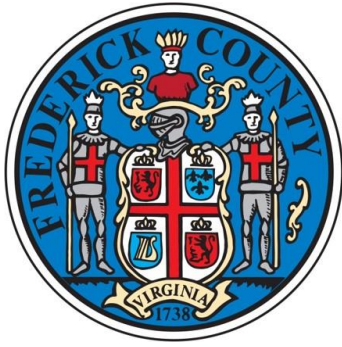


County of Frederick  
Department of Human Resources  
107 North Kent Street, Second Floor  
Winchester, VA 22601  
(540) 665- 5668  
Fax: (540) 665-5669  
ericka.kerns@fcva.us

Please complete the enclosed documents and return via fax, email or mail no later than the deadline provided in your conditional offer of employment letter.



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## INFORMED CONSENT

I, \_\_\_\_\_, as a candidate to work with the Frederick County Fire & Rescue department, understand that all personal information for the position will be seen only by those people directly involved in my recruitment.

I also understand that some or all of this information, as well as information pertaining to employment; appraisal ratings; accident and illness records; and other information about my employment record may be used for the purposes of authorized access to the County of Frederick information for administrative purposes.

Applicant's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## NOTIFICATION AND AUTHORIZATION FOR EMPLOYMENT CREDIT REPORT

I, \_\_\_\_\_, authorize the Frederick County Fire & Rescue department to obtain a credit report on me through the credit reporting agency(s) of its choice. If employed, I further authorize the Credit Bureau to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partially to the information on the credit report, I can receive a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act and the source of the credit report so that I may contact them, if I wish.

Applicant's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Sign this page in the presence of a Notary Public**

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, DO HEREBY AUTHORIZE A REVIEW OF AND FULL DISCLOSURE OF ALL RECORDS OR ANY PART THEREOF, CONCERNING MYSELF, BY AND TO THE FREDERICK COUNTY FIRE & RESCUE DEPARTMENT, OR ITS AUTHORIZED AGENT, WHETHER THE SAID RECORDS ARE OF A PUBLIC, PRIVATE OR CONFIDENTIAL NATURE.

THE INTENT OF THIS AUTHORIZATION IS TO GIVE MY CONSENT FOR FULL AND COMPLETE DISCLOSURE OF THE RECORDS OF EDUCATIONAL INSTITUTIONS; FINANCIAL OR CREDIT INSTITUTIONS, INCLUDING RECORDS OF DEPOSITS, WITHDRAWALS AND BALANCES OR CHECKING AND SAVINGS ACCOUNT, AND LOANS AND ALSO THE RECORDS OF COMMERCIAL OR RETAIL CREDIT AGENCIES (INCLUDING CREDIT REPORTS AND/OR RATINGS); MEDICAL AND PSYCHIATRIC TREATMENT AND/OR CONSULTATION, INCLUDING HOSPITALS, CLINICS, PRIVATE PRACTITIONERS, AND THE U.S. VETERAN'S ADMINISTRATION; PUBLIC UTILITY COMPANIES; EMPLOYMENT AND PRE-EMPLOYMENT RECORDS, INCLUDING BACKGROUND REPORTS, DISCIPLINARY, PERFORMANCE, EFFICIENCY RATINGS, COMPLAINTS OR GRIEVANCES FILED BY OR AGAINST ME, AND SALARY RECORDS; REAL AND PERSONAL PROPERTY TAX STATEMENTS AND RECORDS; AND OTHER FINANCIAL STATEMENTS AND RECORDS WHEREVER FILED; RECORDS OF COMPLAINTS OF A CIVIL NATURE MADE BY OR AGAINST ME, WHERESOEVER LOCATED, AND TO INCLUDE THE RECORDS AND RECOLLECTIONS OF ATTORNEYS-AT-LAW, OR OF OTHER COUNSEL, WHETHER REPRESENTING ME OR ANOTHER PERSON IN ANY CASE IN WHICH I PRESENTLY HAVE, OR HAVE HAD AN INTEREST.

I REITERATE AND EMPHASIZE THAT THE INTENT OF THIS AUTHORIZATION IS TO PROVIDE FULL AND FREE ACCESS TO THE BACKGROUND AND HISTORY OF MY PERSONAL LIFE, FOR THE SPECIFIC PURPOSE OF PURSUING A BACKGROUND INVESTIGATION WHICH MAY PROVIDE PERTINENT DATA FOR THE COUNTY OF FREDERICK TO CONSIDER IN DETERMINING MY SUITABILITY FOR EMPLOYMENT BY THAT AGENCY.

IT IS MY SPECIFIC INTENT TO PROVIDE ACCESS TO PERSONAL INFORMATION, HOWEVER PERSONAL OR CONFIDENTIAL IT MAY APPEAR TO BE, AND THE SOURCES OF INFORMATION SPECIFICALLY ENUMERATED ABOVE IS NOT INTENDED TO DENY ACCESS TO ANY RECORDS NOT SPECIFICALLY IDENTIFIED HEREIN. THIS ACCESS IS TO INCLUDE BUT NOT LIMITED TO; INVESTIGATIONS BY OTHER LAW ENFORCEMENT AGENCIES INCLUDING RESULTS OF POLYGRAPH TESTS, PSYCHOLOGICAL EVALUATIONS AND ANY AND ALL PRE-EMPLOYMENT APPLICATION TESTS.

I UNDERSTAND THAT ANY INFORMATION OBTAINED BY A PERSONAL HISTORY BACKGROUND INVESTIGATION WHICH IS DEVELOPED DIRECTLY OR INDIRECTLY, IN WHOLE OR IN PART, UPON THIS RELEASE AUTHORIZATION WILL BE CONSIDERED IN DETERMINING MY SUITABILITY FOR EMPLOYMENT BY THE FIRE & RESCUE DEPARTMENT.

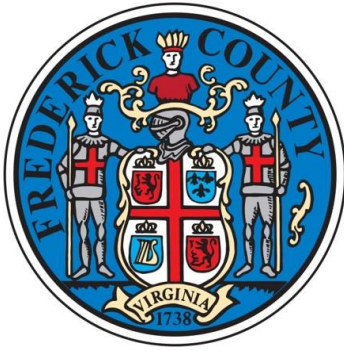
A PHOTOCOPY OF THIS RELEASE FORM WILL BE VALID AS AN ORIGINAL HEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN AN ORIGINAL WRITING OF MY SIGNATURE.

Signature \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_.

Signature \_\_\_\_\_ Commission Expires \_\_\_\_\_



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## CHANGE OF INFORMATION

To: All Applicants

As applicants, you are responsible for:

- notifying the Frederick County Fire & Rescue applicant section if you change your address, phone number, employment, marital status, education, training and/or any other information previously provided to the Frederick County Human Resource Office.
- notifying the Frederick County Fire & Rescue applicant section if you apply to other law enforcement agencies or receive results from an active application to other law enforcement agencies.
- notifying the Frederick County Fire & Rescue applicant section if you are cited for any traffic violations, are arrested for any reason, have a motor vehicle accident or have any involvement with a law enforcement agency.

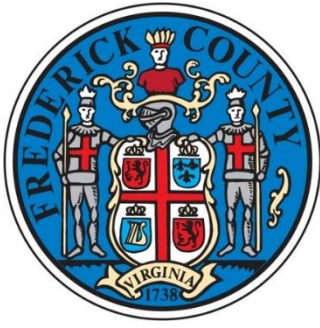
Remember that any postponement or rescheduling of required appointments with the applicant section may jeopardize your ability to successfully gain employment.

**I HAVE READ THE ABOVE STIPULATIONS  
AND FULLY UNDERSTAND THEM.**

Applicant's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Sign this page in the presence of a Notary Public**

## PERSONAL HISTORY STATEMENT ACKNOWLEDGMENT

*I, \_\_\_\_\_, have read the above statements and understand what is expected of me. The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements, material omissions, misleading or incomplete responses will disqualify me from the application process.*

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

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

### **Please Note:**

You **MUST** furnish copies of the following documents upon submission of your Personal History Statement:

- 1. Birth certificate or other proof of United States citizenship
- 2. High school diploma or equivalent certificate, **plus** certified high school transcripts
- 3. Social Security card
- 4. Driver's license and driver transcripts, if out-of-state

If applicable, furnish copies of:

- 5. Military discharge (DD214) Member 1 and 4 forms
- 6. Name change documentation from court
- 7. Marriage certificate
- 8. Divorce decree (s) or legal separation papers
- 9. College diplomas, plus certified copies of college or university transcript(s)

You **MUST** sign and return the following original documents upon submission of your Personal History Statement:

- 1. Signed Personal History Statement
- 2. Signed Informed Consent Form
- 3. Signed Notification and Authorization for Employment Credit Report Form
- 4. Signed and Notarized Authorization of Release of Information
- 5. Signed Change of Information Form