





## Voluntary Self-Identification Form

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City of Riverside is required by certain contracts to maintain the following information for equal employment opportunity purposes. The requested information is voluntary. All information received on this form will be kept confidential and separate from your application and personnel files. Refusing to complete this form will in no way result in an adverse employment action.

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

Applied for or Current Position: \_\_\_\_\_

Elect not to self-identify

**1a. Please check one:**

Hispanic or Latino, defined as a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race. (Please skip to question 2 and 3)

Not Hispanic or Latino. (Please answer questions 1b and 2)

**1b. Select from the following:**

White, defined as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American, defined as a person having origins in any of the black racial groups of Africa.

Asian, defined as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native, defined as a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander, defined as a person having origins in any of the original peoples of Hawaii, Guam, Tonga, Samoa or other Pacific Islands.

Two or More Races, defined as all persons who identify with more than one of the above five races.

**2. Please check one:**

Male

Female

**3. Please check all that apply:**

- Vietnam Era Veteran, defined as a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any duty was performed (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.
  
- Other Protected Veteran, defined as any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge have been authorized under laws administered by the Department of Defense.
  
- Recently Separated Veteran, defined as any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.
  
- Armed Forces Service Medal Veteran, defined as any veteran who, while serving on active duty in the Armed Forces, participated in the United States military operation for which a service medal was awarded pursuant to Executive Order 12985.



**AUTHORIZATION FOR RELEASE  
OF CONSUMER REPORT  
INFORMATION**

**Applicant Complete the Following:**

- 1. In connection with my application for employment, I understand and agree that prior to or during my employment with the City of Riverside a consumer report or an investigative consumer report may be requested by the City of Riverside or on its behalf that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, the City of Riverside or its agent may be requesting information from public and private sources about my driving record, court record, education, credentials, credit and references.
- 2. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.
- 3. I understand and agree that the City of Riverside or its agent may request information from various federal, state and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment and educational background. I acknowledge that I have been provided a copy of the Disclosure of Intent to Procure a Consumer Report. PRE-EMPLOYMENT INFORMED CONSENT AND RELEASE OF LIABILITY AND TEST RESULTS.
- 4. I hereby authorize, without reservation, any person associated with any law enforcement agency, institution, information service bureau, school, past or present employer, and reference contacted by the City of Riverside or its agent, to release this information described in Section 1 to the investigating company or agency which will furnish the information to the City of Riverside for employment purposes. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the City of Riverside and its agents and all persons, agencies, and entities providing information or reports about me from any and all liability, claims and damages arising out of the requests for or release, furnishing or reviewing any of the above mentioned information or reports, to the extent I may legally do so.

\_\_\_\_\_  
Please Print Your Full Birth Name Date of Birth

\_\_\_\_\_  
Please print other last names you have used in previous 7 years Social Security Number

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

\_\_\_\_\_  
Drivers License Number State Issuing License

\_\_\_\_\_  
Signature Date Signed



*Upstream from ordinary.*

## CONSUMER/CREDIT NOTICE

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### **DISCLOSURE OF INTENT TO PROCURE A CONSUMER REPORT**

**The Fair Credit Reporting Act (15 U.S.C.1681 – 1681u) requires any person procuring a consumer report for employment purposes to provide written notification to the consumer of this intent before attempting to procure a consumer report.**

**This notice is provided to inform you that the City of Riverside intends to procure a consumer report on you for employment purposes.**

**Applicant to retain this copy for personal records.**

**Applicant Acknowledgement**

1. No applicant will be considered for employment with the Company without signing this document.
2. I understand that by signing this document that it does not create any contract or binding agreement between City of Riverside, thereafter referred to as the Company, and myself. I further understand that if I am employed by the Company that my employment can be terminated by either myself or the Company at any time, for any lawful reason, with or without notice.
3. The Company is committed to maintaining a safe, healthy, and productive work environment free from the negative effects of drug and alcohol use. The Company will not tolerate any drug or alcohol use which could endanger the health and well being of its employees or threaten its business operations.
4. The Company strictly prohibits the unauthorized and/or unlawful manufacture, distribution, possession or use of a controlled substance or alcohol in all Company facilities, on all Company property, and in all vehicles on Company property or under Company control.
5. I hereby acknowledge that I have read and understand the above statements. I understand that I am subject to drug and/or alcohol testing as provided by the Drug & Alcohol Free Workplace Policy and may request a copy of the full policy at any time. I understand that violations of the policy can result in disciplinary action, up to and including termination of employment.
6. I also acknowledge that the provisions of the policy are part of the terms and conditions of my employment and that I agree to abide by them. I have had the opportunity to have any questions concerning this policy answered to my satisfaction.

**PRE-EMPLOYMENT INFORMED CONSENT AND RELEASE OF LIABILITY AND TEST RESULTS**

1. I understand that according to the policy, and in instances required by law, that I am required to submit to a sample of my urine, blood, or breathe for chemical analysis. I understand that a qualified testing laboratory will conduct this analysis.
2. The purpose of this analysis is to determine the absence or presence of drugs or alcohol.
3. I understand that offers of employment are strictly conditional, and contingent upon the successful completion of a screening for drugs.
4. I understand that either failure to submit a specimen or a sample or if analysis reveals the presence of drugs, alcohol or other controlled substances, the “offer of hire” is immediately and wholly revoked, and I will be disqualified from any further employment consideration for a period of one year.
5. I consent freely and voluntarily to the Company’s request for urine, blood, and/or breathe specimens. I hereby release and hold harmless the Company and its employees and its agents and all persons, agencies, and entities providing information or reports about me from any liability whatsoever arising from this request to furnish my specimens and the testing of my specimens.
6. I further authorize the release of test results to the Company.

\_\_\_\_\_  
Please Print Your Full Birth Name

\_\_\_\_\_  
Primary Email Address

\_\_\_\_\_  
Confirm Primary Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed