



Online Job Applications – Getting Ready

For Further Information...

The issue of online job applications brings up a variety of other questions about credit reports and background checks, Criminal Offense Record Information (CORI) and one's privacy rights. The following websites contain relevant and useful information on these topics

Credit Reports

For further information on credit reporting, visit the Federal Trade Commission's website at: <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre03.htm>
You can download a booklet called "**Building a Better Credit Report**" from a link alongside the bar labeled "Facts for Consumers."

To find out how to receive a **free credit report**, visit:
<https://www.annualcreditreport.com/cra/index.jsp>

CORI, Drug Tests and Other Privacy Issues

The Privacy Rights Clearinghouse maintains a site at:
<http://www.privacyrights.org/index.htm>

The organization is based in California so some references are California-specific, but the information is generally useful.

This document: <http://www.privacyrights.org/fs/fs16-bck.htm>

is a fact sheet entitled "Employment Background Checks: A Jobseeker's Guide and contains information including why employers conduct background checks, what is included in a background check, what *cannot* be in a background check and how to prepare for a background check, among other items.

"Internet Applicants"

Finally, if you're interested in the Department of Labor regulations that led to the widespread implementation of online job applications in the Spring of 2006, you can view a Frequently Asked Questions (FAQ) fact sheet about the **Internet Applicant Recordkeeping Rule** at:

<http://www.dol.gov/esa/regs/compliance/ofccp/faqs/iappfaqs.htm>