

United Dairymen of Arizona

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**Employment Application Checklist**

*From the Animal Ag Alliance*

* Have an employment application that is carefully structured and tailored to your business and the position.
* Use a written application form for all your employees.
* Require the employee applying to sign the application.
* Is there a certification of accuracy on the application?
  + Example: "The applicant certifies that all statements and entries on this application are accurate and complete. Any false statement or omission of fact constitutes grounds for denial of employment or immediate termination of employment if discovered after employment beings."
  + If they refuse consent, this should be a red flag.
* Does the application ask for consent to do a background check? Your application should ask applicants to consent to a background check and be signed by the individual applying authorizing the company to perform background checks. If they refuse to consent, this should be a red flag.
  + Any time you use an applicant's background information to make an employment decision, you must comply with federal laws protecting applicants from discrimination. In addition, when you run background checks through a company in the business of compiling background information, you must comply with the Fair Credit Reporting Act (FCRA). For information on complying with both federal nondiscrimination laws and the FCRA, [click here.](https://www.ftc.gov/tips-advice/business-center/guidance/background-checks-what-employers-need-know)
* Some states have more limiting restrictions on the use of background checks. Consult with local legal counsel to identify if restrictions exist in your state.
* Does the application ask for consent to run a credit report? If the applicant refuses to give consent, this should be a red flag.
  + As noted above, you need to be mindful of federal and state restrictions on obtaining and using credit checks. For information on federal requirements, [click here](https://www.ftc.gov/tips-advice/business-center/guidance/background-checks-what-employers-need-know)**. Check with local counsel to see if restrictions exist in your state.**