

# BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION

## CONFIDENTIAL

Print Name (First/Middle/Last)				
Former Name(s) and Dates Used				
Current Address: Street #	City	State	Zip	Dates
Previous Address: Street #	City	State	Zip	Dates
Previous Address: Street #	City	State	Zip	Dates
Previous Address: Street #	City	State	Zip	
Social Security Number	Telephone Number	Date of Birth	Driver's License Number/State	

### Fair Credit Reporting Act Disclosure

This is to inform you that a consumer report and/or investigative consumer report, as defined by the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., may be made or prepared for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee. This report may be obtained at any time during the application process or during your employment with this employer and may include information pertaining to your credit standing, credit worthiness and credit availability, character, general reputation, personal characteristics and mode of living, which is derived in whole or in part from public records, personal interviews with neighbors, friends, associates and others with whom you are (or have been) acquainted and other persons or sources who may have knowledge of such information. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Upon timely written request to the employer procuring this report, and within five days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

### Authorization

I hereby authorize the Company and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, credit history and reports, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state or county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the company or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the Federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

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

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