

Disclosure to Applicant

As part of the employment process, _____ qualifies applicants based on the procurement of a consumer report or investigative consumer report. A consumer report may include several types of screening tools including a criminal history check, driving record, sex offender check, previous employment, education, credit check and any other type of background screening that verifies of the identity of an applicant and allows selection of the most qualified candidate. ***The consumer report search types indicated below in the shaded area will be conducted.***

Applicant
(please print clearly)

(Personal Identifiers used only to obtain consumer report)

First Name: _____ **MI:** _____

Last Name: _____

Social Security Number: _____ - _____ - _____

Date of Birth: ____ / ____ / ____

Gender: Male Female

Race: _____

DL # _____ **State:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Cities resided in last seven years:

Consumer Report Search Types

- Address Verification
- Alias Search
- SSN Verification
- Driving History
- County Criminal
- Sex Offender
- Criminal History
- Federal Criminal
- Education
- Previous Employment

Authorization

I, _____, consent to the release and procurement of a consumer report including criminal history record(s), driving record, credit report or investigative consumer report. I acknowledge that intent for procurement has been disclosed and that I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act." This authorization and release will remain valid for future preparation of a consumer report or investigative consumer report for employment purposes unless revoked in writing.

_____/_____/_____
Signature **Date**

_____/_____/_____
Witness **Date**

