

# **BACKGROUND VERIFICATION** **DISCLOSURE AND RELEASE AUTHORIZATION**

## **Consumer Report &/or Investigative Report**

The Fair Credit Reporting Act is a federal law that regulates all background searches from a third party consumer reporting agency, such as a criminal history search or motor vehicle report, *not just credit reports*.

I. In connection with my application for employment, I understand that a consumer report &/or an investigative report may be procured on me as part of the employment process. This report may include information as to my character, general reputation, personal characteristics, work habits, performance and experience, along with reasons for termination of past employment. Further, I understand that, as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my driving record, court records, education, credentials, credit, workers' compensation injuries and references. Upon employment, and during my tenure with said company, I understand that these same requests, consistent with my current job description or future position, may be required to determine my suitability for continued employment, or part of a future move or promotion, within the company or company subsidiaries.

I understand that I have the right to request, in writing, within a reasonable time, that the consumer reporting agency make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to me within 5 days of the date on which the consumer reporting agency receives the request or within 5 days of the time the report was first requested, whichever is later.

II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

III. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

IV. Minnesota, California and Oklahoma individuals only: if you want a copy of the report(s) ordered, check this box [  ]. The report(s) will be sent by The Facet Group to the address you list below, except pre-employment Credit Reports &/or Social Security/Name Trace reports, which will be mailed to you directly from TransUnion, LLC.

V. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as binding as the original.

**I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by The Facet Group, or its agent, to furnish the information described in section I.**

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

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

### **APPLICANT: Please print**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

### **EMPLOYER: Complete this information**

Company Name: \_\_\_\_\_

Dept / Site: \_\_\_\_\_

#### **Employer:**

Give copy to applicant / employee, along with Summary of Rights. Retain copy for your records.