

## FAIR CREDIT REPORTING ACT DISCLOSURE

In conjunction with my application for employment (**including contract services and Volunteers**) with you, my prospective employer, I understand that you intend to hire PeopleCheck Inc/PeopleCheckus.com to obtain Consumer Reports and / or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include information concerning my credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. You also may seek information concerning my employment history, workers' compensation history, motor vehicle record, education background, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment (including contract services and Volunteers) to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Report" obtained from PeopleCheck Inc/ PeopleCheckus.com. I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, PeopleCheck Inc/PeopleCheckus.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from PeopleCheck Inc/ PeopleCheckus.com at any time during my employment with you. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Georgia and shall be governed by, and construed in accordance with, the laws of the State of Georgia.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

### Notice to Applicants:

By checking this box, I request to receive a free copy of any consumer report ordered on me. ☐

Email address: \_\_\_\_\_ \*\*

\*\* By entering my email address, I authorize PeopleCheck Inc./PeopleCheckus.com to deliver my report via email

### Notice to California Residents:

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by PeopleCheck Inc./ PeopleCheckus.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow PeopleCheck Inc./ PeopleCheckus.com to determine with reasonable certainty that you are the subject of the report. PeopleCheck inc./PeopleCheckus.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification. PeopleCheck Inc./ PeopleCheckus.com Privacy Policy can be viewed at [www.peoplecheckus.com](http://www.peoplecheckus.com).

**THIS FORM IS FOR PERMANENT RETENTION IN PERSONNEL FILE.**

## EMPLOYMENT/VOLUNTEERS RELEASE AUTHORIZATION

In conjunction with my application for employment/volunteer (including contract services) with you, my prospective employer, I understand that you intend to hire PeopleCheck Inc./PeopleCheckus.com to obtain Consumer Reports and or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include information concerning background criminal record. You also may seek information if applicable of my motor vehicle record. I hereby authorize any law enforcement agency, city, county, state or federal court, agency or department that has any record or knowledge of my court, criminal, driving, to provide any information or records in its possession regarding my history to PeopleCheck, Inc and/or its authorized agents.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment/volunteer position to me. If you contemplate making an adverse employment/volunteer-related decision that will affect me based, in whole or in part, upon a "Report" obtained from PeopleCheck Inc./PeopleCheckus.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

A photocopy or facsimile of this authorization shall be as valid as the original. An Electronic signature shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Georgia and shall be governed by, and construed in accordance with, the laws of the State of Georgia.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION

**PRINT NAME** \_\_\_\_\_  
Last Name First Name Middle Initial Social Security Number

**PREVIOUS OR MAIDEN NAME** (if applicable) \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DRIVER'S LICENSE NUMBER** (copy of license required) \_\_\_\_\_ **STATE ISSUED** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ Cell \_\_\_\_\_ Alternate contact number \_\_\_\_\_

My prospective employer understands age (DATE OR BIRTH) to be a protected characteristic and the information requested will not be used as the basis for any employment decision.

By checking this box, I request to receive a free copy of any Report ordered on me.

☐

Email address: \_\_\_\_\_ \*\*

\*\* By entering my email address, I authorize PeopleCheck Inc./PeopleCheckus.com to deliver my Report via email

..... IF FAXING OR EMAILING REQUEST, THIS SECTION MUST BE COMPLETED BY EMPLOYER FOR PROCESSING .....

**Company or Church making request:** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_