



## **Notice Regarding Background Investigation – Disclosure and Authorization Form**

**Important: Please read carefully before signing below Acknowledgement**

We appreciate your interest in employment with the City of Stow. As part of our normal procedure for processing applications, we will conduct an investigation into your background.

The City of Stow may obtain information about you from a consumer reporting agency for employment purposes. Thus, by this document, we are disclosing to you that you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization – they may be obtained for employment purposes as part of the pre-employment background investigation and, if you are hired, throughout your employment. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history. The scope of this Notice and Authorization is all-encompassing; which allows the City of Stow to obtain, from any outside organization, all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment with the City of Stow, to extent permitted by law.

**Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act (enclosed with this Notice).**

**As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. Please read the following statements and indicate your agreement by signing below.**

### **ACKNOWLEDGEMENT AND AUTHORIZATION**

I acknowledge receipt of the ***Notice Regarding Background Investigation. I understand that I can request A Summary of Your Rights under the Fair Credit Reporting Act.*** I certify that I have carefully read and understand this Notice.

By my signature below, I consent to the release of “consumer reports” and/or “investigative consumer reports”, to the City of Stow. I also hereby authorize, without reservation, disclosure of and to furnish any and all background information requested by the City of Stow and/or its agents, including a background check vendor, any information concerning my background, including information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information the City of Stow deems pertinent, by any individual, corporation or other private or public entity, including without limitation the following: employers; persons; companies; corporations; investigative agencies; business organizations; learning institutions; including schools, colleges and universities (public or private); any law enforcement agencies; federal, state and local courts; federal, state, or local agencies; the military; credit bureaus; information service bureaus; motor vehicle records agencies; insurance companies; and any other applicable sources.

I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original. This ***Notice Regarding Background Investigation – Disclosure and Authorization Form***, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the City of Stow.

I authorize the City of Stow, its personnel, and/or its agents, including a background check vendor, to conduct and interpret interview procedures they believe necessary.

I hereby release and hold the City of Stow, its officers, employees, and/or its agents, including a background check vendor, harmless from any and all liability, responsibility, damages, and claims of any kind whatsoever with respect to the consumer reports, investigative consumer reports, investigations, verifications, and/or use of any information relevant to my employment and/or the interview procedures conducted.

If hired, I understand that this authorization shall remain on file and shall serve as an ongoing authorization for the City of Stow to procure consumer reports or investigative consumer reports at any time during my employment period.

**I understand that providing any false information or omitting any material information on my application for employment or in the interview process will be sufficient grounds for rejection of my application, or termination of employment, whenever discovered.**

Please sign below to signify receipt of the foregoing Disclosure and Authorization:

_____	_____
Print Name	Signature

\_\_\_\_\_  
Maiden Name or Former Name(s) Used

\*Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Date Year

_____	_____
Driver's License Number	State of Issuance

_____ - _____ - _____	_____
Social Security Number	Date

***\*Use of the date of birth is for identification purposes only. The City of Stow is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, color, religion, sex, military status, national origin, disability, age, or ancestry of any applicant.***