



**DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION – EMPLOYMENT OR VOLUNTEER**

In connection with my application for employment (including contract or volunteer services) with \_\_City of Hewitt\_\_, consumer reports will be requested. These reports may include the following types of information as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, credit, judgments, bankruptcy proceedings, eviction's, criminal records, etc., from federal, state and other agencies that maintain such records.

In addition, investigative consumer reports and The CITY OF HEWITT may gathered from personal interviews with former employers or landlords, past or current neighbors and associates of mine, etc. to gather information regarding my work or tenant performance, character, general reputation and personal characteristics and mode of living (lifestyle) may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO OBTAIN AND FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: First Check Applicant Screening, P.O. Box 92033, Southlake, TX 76092, telephone number (888) 588-2525, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request. I hereby consent to your obtaining the above information from the agency.

**I HEREBY AUTHORIZE PROCUREMENT OF CONSUMER REPORT(S) AND INVESTIGATIVE CONSUMER REPORT(S).**

If hired, contracted or accepted for "employment", this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract/volunteer) period.

I hereby authorize the City of Hewitt and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby expressly agree that I will never attempt to obtain the results of my background investigation as conducted by the City of Hewitt, realizing that such information is used solely for the purpose for which I have authorized its collection and use.

I hereby state that I understand my rights under Title 5, United States Code, Section 552A (The Privacy Act of 1974), and waive those rights with the understanding that information collected by the City of Hewitt will be used for employment purposes.

I hereby declare this AUTHORITY TO RELEASE INFORMATION given to me by the City of Hewitt, its officers, agents and/or employees, and all others mentioned, shall preclude any right of action of any nature whatsoever, that might accrue to myself, my heirs, executors, administrators, successors and assigns.

**The following information is being requested in order to conduct a background check on you:**

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

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

Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_; State of Issue: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date