



## DISCLOSURE & AUTHORIZATION FORM

(PLEASE PRINT)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Male \_\_\_\_ Female \_\_\_\_ Ethnicity: \_\_\_\_\_ DL #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

List any states that you have lived in for the duration of your life. Please indicate the state and year(s) you lived there. (For example: Oklahoma 1968-1978, Texas 1979-2003)

\_\_\_\_\_  
\_\_\_\_\_

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### DISCLOSURE & AUTHORIZATION FOR RELEASE OF INFORMATION

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the fair credit reporting act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation, you are also entitled to a copy of your consumer rights under the fair credit reporting act.

### AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the fair credit reporting act, 15 USC, Section 1681 ET SEQ., the Americans with disabilities act and all applicable federal, state, and local laws, I hereby authorize and permit "The City of Denison" to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, worker's compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the department of transportation motor carrier safety regulations, Section 382.413, information concerning alcohol and controlled substances for the past two years;
4. Verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as "The City of Denison" from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the fair credit reporting act may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize "The City of Denison" to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application.

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