

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In connection with my application for employment, volunteerism or participation in a Community Action, Inc. program, I understand and agree that background inquiries may be requested by Community Action, Inc. that will seek information about my background for purposes of determining whether I am qualified for recurring access to vulnerable populations, as to my character, work habits, job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that Community Action, Inc. may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, criminal record, sexual predators, previous employment, educational background, and other past experiences.

I understand this background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as *background reports*). These background reports may be obtained at any time after receipt of my authorization and, if I am hired or engaged by Community Action throughout my employment with the Company or my contract period.

I understand I may be offered a position at Community Action, Inc. contingent upon the information received from the Criminal and/or FBI Fingerprint Background Check and the National Sex Offender Public Registry as it relates to grant guidelines for recurring access to vulnerable populations. I understand that this authorization allows for subsequent record checks and investigations, as required or desired by Community Action, Inc. and our funding sources. I also understand that false or misleading information given on my application or interview may result in discharge from the program.

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Community Action and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report, investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number, current and previous residences; employment history, including all personnel files' education references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to forward Community Action or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

By signing this form, I authorize Community Action, Inc. to make a thorough investigation of all statements I made orally or in writing, and I release Community Action, Inc. as well as former employers and reference givers, from any legal liability that may result from the background checks. I understand that by signing this release, I verify that all information is true and correct to the best of my knowledge. I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date



Background Check Release Form

THE INFORMATION WE ARE REQUESTING BELOW IS BEING USED SOLEY FOR THE PURPOSE OF CONDUCTING A BACKGROUND INVESTIGATION. THE INFORMATION PROVIDED BELOW WILL REMAIN CONFIDENTIAL AND KEPT SEPARATE FROM YOUR APPLICATION.

PRINT- Last Name **First Name** **Middle Name**

Previous Name(s)/Maiden Name **Date of Name Change**

Date of Birth _____ **Phone Number** _____

Email: _____

List Addresses (Current Address First) for the past 3 years. Attach additional sheet if necessary.

Street Address	City	State	Zip Code	Years at Address

By signing below, I certify that the above is true and correct to the best of my knowledge. I acknowledge and agree that any misrepresentations or omissions may result in Community Action to no longer consider me for employment, withdrawal of a job offer from Community Action or, I am already employed by Community Action, termination of my employment.

Signature of Applicant/Employee **Date**