

# City of Old Town

## Background Check Authorization Form

I, \_\_\_\_\_ Type/Print Full Name \_\_\_\_\_, understand that in order to assess my qualifications for the position of \_\_\_\_\_ for the City of Old Town a full background investigation is necessary. I, therefore, authorize the City of Old Town to conduct an investigation in order to obtain information concerning my background, which may include but not be limited to:

- verification of information provided on my application for employment;

\_\_\_\_\_ (initials) \_\_\_\_\_ (date)

- contacting employers (past/present), clients, business associates, professional organizations, or other institutions, regarding work performance and character;

\_\_\_\_\_ (initials) \_\_\_\_\_ (date)

- verification of licensure and/or educational attainment;

\_\_\_\_\_ (initials) \_\_\_\_\_ (date)

- criminal background check; \_\_\_\_\_ (initials) \_\_\_\_\_ (date) —**OPTIONAL\***

- credit check; and \_\_\_\_\_ (initials) \_\_\_\_\_ (date) —**OPTIONAL\***

- driver's license check. \_\_\_\_\_ (initials) \_\_\_\_\_ (date) —**OPTIONAL\***

I understand that a consumer report may be prepared summarizing the above information. I may request a copy of any report that is prepared regarding me a from the consumer reporting agency and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand that proper identification will be required and that I should direct my request to:

\_\_\_\_\_  
\_\_\_\_\_ (enter name and address of consumer reporting agency(s)).

I hereby release any individual, entity and the municipality from all claims of liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

All the information and materials I have provided to the City of Old Town as part of the employment process are accurate and truthful. I realize that providing the municipality with false information or intentionally withholding relevant information regarding my application may be grounds for dismissal.

Applicant Name (*Print*) \_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Date \_\_\_\_\_

**\*3 OPTIONAL ITEMS**—*Municipalities wishing to conduct any or all of these 3 optional checks must evaluate the business need for these checks. Offers of employment should be made contingent on the successful results of these checks. Note, all three checks may fall under the Fair Credit Reporting Act (FCRA) as "consumer reports." Employers can use these consumer reports when hiring new employees and when evaluating employees for promotion, reassignment, and retention — as long as FCRA's procedures are followed. Sections 604, 606, and 615 of the FCRA spell out employer responsibilities when using consumer reports for employment purposes. In any case where information in a consumer report is a factor in not hiring an applicant— even if the report information is not a major consideration — the employer must follow the procedures mandated by the FCRA. See "Tools" for further guidance on FCRA's requirements.*

*In addition, employers causing an investigative consumer report to be prepared have an obligation to make available information regarding the nature and scope of the investigation requested. In addition to FCRA's requirements, other legal requirements and considerations exist for all three checks. See the article on "The Hiring Process" in the HR Toolkit for a brief discussion of this subject matter.*