

## APPLICANT'S *Disclosure & Consent* RELEASE OF INFORMATION

### APPLICANT INFORMATION (Print Clearly):

\_\_\_\_\_  
Last, first, and middle name

\_\_\_\_\_  
Current street address

\_\_\_\_\_  
Other name(s) used: (like Maiden)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Former street address: (1)

\_\_\_\_\_  
Sex Race

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Driver's license no. State of issue

\_\_\_\_\_  
Former street address: (2)

\_\_\_\_\_  
Date of birth Place of birth (City, State, Country)

\_\_\_\_\_  
City State Zip

### **IMPORTANT: Please respond to the following question in the most complete and accurate manner possible.**

Since your 18<sup>th</sup> birthday, have you ever been charged, indicted, convicted, received a deferred prosecution, received a deferred judgment and sentence, entered a plea of guilty, or entered a plea of nolo contendere (no contest) for ANY violation of the law? Include offenses such as driving while impaired; simple worthless check; underage possession, consumption, or purchase of alcohol; and ANY misdemeanor or felony, even if resolved outside of court. **Note: You must respond "yes" even if the charge(s) or action was ultimately dismissed or the matter was not prosecuted. Exclude minor traffic violations such as speeding except when the speeding charge resulted in misdemeanor or felony charges being filed, even if later reduced or dismissed.**

A conviction will not necessarily disqualify you from employment or volunteer service. However, misrepresentation, misleading or false information, or failure to reveal required information requested will disqualify an individual from consideration for employment or volunteer service or removal from employment or volunteer service.

\_\_\_ Yes      \_\_\_ No

If yes, please indicate offense, date, location, and explanation:

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

**Please Note: You must read and complete the reverse side of this form** 

***Applicant Instructions: Please read this disclosure and consent form carefully before signing. You will be provided with a copy of this form at any time upon request.***

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**DISCLOSURE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT APPLICANTS AND EMPLOYMENT PURPOSES.**

You should read carefully. This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports in connection with your application for employment, resume or during the course of your employment, if any.

The Applicant acknowledges that this company may now, or at any time while employed, verify information within the application, resume or contract for employment. The verifications and/or checks may include but not limited to: driving record, workers' compensation records, credit bureau files, employment references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in North Carolina or any other State. A photocopy or telephonic facsimile (Fax) of this Disclosure and Consent authorization for Release of Information shall be valid as the original. The results of this verification process will be used to determine employment eligibility. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated Company Personnel.

According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report. Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment purposes, including any future decisions concerning your employment, promotion, or retention as an employee. Additionally, your signature below reflects your understanding that such consent will remain in effect indefinitely until you revoke it in writing.

**CONSENT STATEMENT**

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application for employment. I further understand this consent will apply during the course of my employment, should I obtain such employment, and that such consent will remain effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application, or otherwise disclosed to this company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Employer and confirm that all such information is true and correct.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as a cause for possible dismissal.

I authorize SSCI, Inc. and any of its Agents/designated Company Personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge This Company, our agent, SSCI, Inc. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name Typed or Printed

\_\_\_\_\_  
**Parent/Guardian signature** (required only if prospective employee or volunteer is under age 18)

<p><b>Departmental Use Only: Please fax completed form to Human Resources at 329-4747.</b></p> <p><b>Position being considered for:</b> _____</p> <p><b>Requesting Staff Member:</b> _____</p>
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<b>Submitted</b> _____ <b>Date:</b> _____
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