



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

City of Goose Creek Recreation Department (“The Company”) may obtain information about you from a third party consumer reporting agency for volunteering purposes. This information may be obtained in the form of a “consumer report” and/or and “investigative consumer report” (commonly known as a “background check”). These reports may contain information regarding your criminal history, social security verification, and motor vehicle records (“driving records”). This information may be obtained from private and public record sources, including as appropriate: government agencies and courthouses and educational institutions. The reports may also include information about your character, general reputation, personal characteristics, mode of living, etc. A more comprehensive background investigation may be required pursuant to state or federal law, contract agreement or for certain sensitive positions (such as those with significant financial responsibilities.)

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for volunteering is an investigation conducted by Reference Services, Inc (RSI). RSI is located and can be contacted by mail at 101 Plaza East Blvd. Suite 300, Evansville, IN 47715, and RSI can be contacted by phone at (800)881-0754. Information about RSI’s privacy policy is available at the following link: <http://www.referenceservices.com/wo-content/uploads/2014/12/Consumer-Information-Privacy-Policy-2014.pdf>. The scope of this notice an authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment or your contract period to the extent permitted by law.

SIGNATURE: _____ DATE: _____

BACKGROUND INFORMATION

LAST NAME: _____ FIRST NAME: _____

MIDDLE NAME: _____ ALIAS: _____

SSN: _____ DATE OF BIRTH: _____

ADDRESS: _____

PREVIOUS ADDRESS: _____

PHONE #: _____ EMAIL: _____

DRIVER’S LICENSE #: _____ DRIVER’S LICENSE STATE: _____

SIGNATURE: _____ DATE: _____

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled "Disclosure Regarding Background Investigation" and certify that I have read and understand the document. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the City of Goose Creek Recreation Department at any time after receipt of this authorization and throughout my volunteering, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all drug screening and background information requested by Reference Services, Inc. 10 Plaza East Blvd., Suite 300, Evansville, IN 47715, (800) 881-0754, www.referenceservices.com and/or the City of Goose Creek Recreation Department itself, I agree that a facsimile ("fax"), electronic or photographic copy of this authorization shall be as valid as the original.

NEW YORK APPLICANTS ONLY: Upon request, you will be informed whether or not a consumer report was requested by the City of Goose Creek, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the City of Goose Creek by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

WASHINGTON STATE APPLICANTS ONLY: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

MINNESOTA AND OKLAHOMA APPLICANTS ONLY: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the City of Goose Creek Recreation Department.

CALIFORNIA APPLICANTS ONLY: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRA's.

"Proper Identification" includes documents such as valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigate consumer report or consumer credit report at no charge if one is obtained by the City of Goose Creek whenever you have a right to receive such a copy under California law.