

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Northfield Area Family YMCA

Northfield Area Family YMCA may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your past employment and education, criminal records, national sex offender records, credit history, motor vehicle records, personal references and other job-related data provided on this application or via the interview process. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **Verified Credentials, 20890 Kenbridge Court, Lakeville, MN 55044, 800-473-4934, www.verifiedcredentials.com**. The scope of this disclosure is all-encompassing, however, allowing the Northfield Area Family YMCA to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Full Name: _____
(Typed or printed)

Signature: _____ Date: _____

AUTHORITY TO RELEASE INFORMATION

Northfield Area Family YMCA

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

I understand that in processing my application, an investigation may be made in which information is obtained through personal interviews and a review of information held by law enforcement or other governing agencies. I authorize you to verify my past employment and education, criminal records, national sex offender records, credit history, motor vehicle records, personal references and other job-related data provided on this application or via the interview process. I authorize the appropriate individuals, companies, institutions, or agencies to release information and I release them from any liability as a result of such inquiries or disclosures. I have the right under the "Fair Credit Reporting Act" to make a written request within a reasonable period to receive detailed information about the nature and scope of this investigation.

I agree that any decision to hire me is contingent upon the results of my investigation report. I also understand that false or misleading statements in this application or concealment of requested facts might be considered cause for dismissal.

In order for this investigative report to be completed, the Northfield Area Family YMCA will need me to provide my Social Security number, date of birth and the other information requested on the reverse side of this form. I understand that my failure to completely and accurately complete this form, or my misrepresentation or omission of any facts called for therein, may result in termination of employment or the withdrawal of any job offer.

I have been advised that a conviction does not automatically mean that I will not be offered a job. The nature of the conviction, the circumstances surrounding the conviction and how long ago the conviction occurred are all factors that will be evaluated. I further understand this information will be used only for the limited purpose of preparing the investigative report.

I would like to receive a copy of my investigative report: _____ Yes _____ No

Full Name: _____
(Typed or printed)

Signature: _____ Date: _____

Phone number: _____ Email: _____

