

Authorization For Release of Information

EMPLOYEE/APPLICANT

First Name _____ Middle _____

Last Name _____

Maiden or Other Name Formerly Used _____ Date Last Used ____-____

Do you have a valid Driver's License? Yes No Drivers License Number _____ State ____

Current Address _____

City _____ County _____

State ____ Zip _____ Social Security Number _____-____-____

Previous Residences: List all other cities/counties where you have lived in the last 7 years.

City _____	County _____
State ____ Zip _____	From Date ____-____-____ To Date ____-____-____
	Month Year Month Year
City _____	County _____
State ____ Zip _____	From Date ____-____-____ To Date ____-____-____
	Month Year Month Year
City _____	County _____
State ____ Zip _____	From Date ____-____-____ To Date ____-____-____
	Month Year Month Year

Attach Additional Pages If Necessary

The following information is used for identification and statistical purposes. It is not used in any manner considered discriminatory under EEOC guidelines.

Date of Birth ____-____-____	Race _____	Sex _____	Telephone ____-____-____
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Applicant Consent and Release Form

Proforma Screening Solutions, a consumer reporting agency, will be obtaining information to be contained in a consumer report and/or investigative consumer report. This information may include information about your character, general reputation, personal characteristics, and/or mode of living. This information may be obtained from educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies and the federal, state or county level, former employers and military institutions. I specifically authorize that this information may be sought and agree to release from any liability the agencies, prior employers, individuals or other entities which provide the information to the extent that the information given is true and accurate. I understand that some or all of this information may be transmitted electronically and authorize such transmission.

I understand that this information will become part of my personnel record at **ACME General Company** and will be held in the confidence accorded all such records.

I understand that the information obtained may be used by **ACME General Company** in its sole discretion and without liability to determine eligibility for initial or continued employment, to grant or deny me permission to enter onto employer property, or that of its affiliated companies.

I understand that this authorization applies whether I am a current employee, a candidate for employment, or seeking to provide services as an independent contractor. If hired, my consent will apply throughout my employment unless I revoke or cancel by sending a signed letter to **ACME General Company**.

I certify that all statements and answers set forth on the application, resume and/or authorization form are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for termination of my employment. Further by requesting this information no promise of employment is being made.

I consent to the release of consumer and/or investigative consumer reports to **ACME General Company**.

I understand that a photocopy of this authorization is to be accepted with the same authority as the original.

I acknowledge that I have read and understand this information, and the rules governing its collection and use, as pursuant to the Fair Credit Reporting Act, amended by the Consumer Reform Act of 1996, and that any adverse action based on this information will be communicated to me in accordance with the Act.

I have carefully read and understand the authorization form. By my signature, I agree with all information contained in the above form.

Signature

Date Signed

Printed Name

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PLEASE CHECK THE APPROPRIATE RESPONSE TO THE FOLLOWING QUESTIONS:

1. Within the past seven- (7) years have you been convicted of a crime which has not been expunged from your record or received an alternative disposition sentence for a criminal act? Include offenses for which you served probation, paid a fine and/or served a jail sentence.

Yes No

If yes, please explain the circumstances of the conviction(s) including the date, nature, place of the offense, disposition, and any other information you may want to bring to our attention.

2. Are you currently on probation or parole for a criminal offense? Yes No

If yes, please explain.

NOTE: A conviction does not automatically mean you can not be employed. Factors such as your age at the time of conviction, how long ago it occurred, what the conviction was for and the rehabilitation you received will all be considered.

State Law Notices

Notice to California Applicants: Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristic and mode of living.

Yes, I am a California Applicant and I request to receive a free copy of any investigative consumer report ordered on me by checking this box. _____Initials

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Proforma Screening during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the cost of duplication services, by appearing at Proforma Screening in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain you file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

MN & OK Residents: In connection with your application for employment, your consumer credit report will be obtained and reviewed. Under MN law, if a credit report is requested, you have the right to receive a free copy of your credit report by checking the appropriate box below. Under OK law, you have the right to receive a free copy of your consumer report directly from Proforma Screening Solutions.

Yes, I am a Minnesota resident and would like a free copy of my credit report. _____Initial

Yes, I am an Oklahoma resident and would like a free copy of my consumer report. _____Initial

To the extent that you are seeking employment in Maine or New York, please review these additional notices.

MAINE: You have the right, upon request, to be informed of whether a consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquires for the consumer reporting agency issuing and investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

_____Initial

NEW YORK: You have the right, upon request, to be informed of whether a consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. Upon written request you will be informed about whether or not an investigative consumer report was requested, and if such report was requested the name and address of the consumer reporting agency to whom the request was made. You may inspect and receive a copy of such report by contacting such agency.

_____Initial