

# FROST VALLEY YMCA

## DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT/VOLUNTEER/MEMBER PURPOSES

*Please Read Carefully Before Signing the Authorization*  
**DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, **Frost Valley YMCA** may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before Frost Valley can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

### AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize **Frost Valley YMCA** to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize **Frost Valley YMCA** to obtain any such reports and to share the information received with any person involved in the employment decision about me.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

**EMPLOYEES:** I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications

**VOLUNTEERS:** I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to run a complete criminal background check.

**VISITORS:** I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to run a complete criminal background check.

**RESEARCHERS/VENDORS/MEMBERS:** I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to run a complete criminal background check.

**Organization Affiliation:** \_\_\_\_\_

**Please  
choose  
one**

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of **Frost Valley YMCA**.

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

\_\_\_\_\_  
Date

