



NAME \_\_\_\_\_  
(Print)

DATE \_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION - 2.0**

In connection with my application for employment (including contract for services or volunteer services with **First Presbyterian Church of Richardson, TX**, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports, (gathered from personal interviews with former employers or landlords, past or current neighbors as associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristic, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract or volunteer service.

**Authorization**

I hereby authorize procurement of consumer report(s) and investigative consumer reports(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the Consumer Reporting Agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 ("Agency"), upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request. I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: <http://americanchecked.com/privacy-policy>.

By checking the following box, I request a copy of all such reports be sent to me. Check here:

\_\_\_\_\_  
Signature

**PLEASE COMPLETE BOTH SIDES OF FORM**

For purposes of gathering this information, I further agree to supply the following information which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Current Address: \_\_\_\_\_  
(If less than 5 years at this address, please list previous addresses)

Prior Addresses:

State \_\_\_\_\_ City/County/Zip \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City/County/Zip \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Driver License # \_\_\_\_\_ State Issuing License: \_\_\_\_\_

Email Address (if you wish to be contacted this way): \_\_\_\_\_

Phone #: \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Volunteer \_\_\_\_\_ or Position for which you are applying: \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

**This confidential form will be kept in a locked file in the Office of First Presbyterian Church, Richardson, TX.**