

# Unitarian Universalist Fellowship of Corvallis

## Authorization to Release Information for Volunteer/Employee Background Investigation

### **DISCLOSURE**

As part of the UUFC volunteer and/or employee hiring background investigation, we may ask for or prepare an investigative consumer report. The investigative consumer report may include, but not be limited to, criminal history reports and other personal information. For potential or current employees, it may also consist of contacting all listed prior employers to verify your employment history.

Under the provisions of the Fair Credit Reporting Act (13USC at 168-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information.

You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

Authorization form on next page.

Authorization to Release Information for Volunteer/Employee Background Investigation

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, residing at  
 First Name Middle Name Last Name

_____	_____
Current Address	Dates Lived Here
_____	_____
Addresses for the Past Five Years	Dates of Residence
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

Date of Birth Other Names Used (including maiden name)

\_\_\_\_\_

Social Security Number Diver's License # State

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, criminal history, personal character and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof. I further authorize any duly authorized agent of the Unitarian Universalist Fellowship of Corvallis (UUFC) and/or IntelliCorp Records, Inc. to obtain, such information. Whether the said records are public or private, and including those that may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by UUFC and IntelliCorp Records, Inc. for identification purposes and for the release information which will be considered in determining any suitability for employments.

I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I authorize without reservation any party or agency contacted by UUFC or IntelliCorp Records, Inc to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

I have the right to make a request to UUFC and/or IntelliCorp Records, Inc. upon proper identification, to request the nature and substance of all information in their files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

\_\_\_\_\_

Printed Name Signature Date