

The Cottages of Swansboro

Criminal Background Check Authorization

In connection with my application for a) employment (including contract for services), b) residency, or c) volunteering, I understand that consumer or investigative reports (which may contain public record information) may be requested or made on me including consumer credit, criminal records, driving records, education, prior employer verification, workers compensation claims, sexual abuse, as well as other information. These reports will include information on job experience along with reasons for termination of past employment. Further, I understand that The Cottages of Swansboro will be requesting information from various federal, state, and local agencies regarding my past activities. I also understand that the information below regarding sex, race, and date of birth is requested for the sole purpose of gathering the above information correctly and will not be used to discriminate against me in violation of any law.

I hereby authorize without reservation, any party or agency to furnish the above-mentioned information.

I understand that I have the right to make a request of the Consumer Reporting Agency, upon proper identification and the payment of any authorized fees, the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

FOR IDENTIFICATION PURPOSES, PLEASE PRINT ALL INFORMATION CLEARLY.

Last Name: _____ First Name: _____

Middle Name: _____ Other Names Maiden, Aliases, etc.: _____

Date of Birth: _____ Month: _____ Day: _____ Year: _____ Race: _____ Gender: _____

Social Security#: _____ - _____ - _____ Drivers License#: _____ State: _____

LIST ALL ADDRESSES FOR THE PAST SEVEN (7) YEARS STARTING WITH THE MOST CURRENT:

Street Address City State Zip County Dates(MM/Year) _____

1. _____
CURRENT

2. _____

3. _____

Employee Signature

Date

Hiring Manager _____

Position applying for _____