



New Hanover County Schools

Engaging Students, Achieving Excellence

Disclosure & Authorization

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, ("BIB"). Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at www.BIB.com

Personal Information (Each block must be completed including a full middle name)

First:	Middle:	Last:	SSN:	Sex:	DOB mm/dd/yyyy
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race:	Address:	City:	State:	Zip:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

List all other names used (maiden, previous marriages, etc.)

First	Middle	Last	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Driver's License #:	State Issued:	Expires:	Phone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address:

Applications on File: Check all that apply <input type="checkbox"/> Administrative <input type="checkbox"/> Certified <input type="checkbox"/> Classified <input type="checkbox"/> Teacher Assistant /Tutor <input type="checkbox"/> Non-Faculty Coach <input type="checkbox"/> Substitute <input type="checkbox"/> Bus Driver

Signature _____ Date _____

I acknowledge receipt of the DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION and "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original. This information is for the sole purpose of retrieving background information listed above and will not be used by Employer for discriminatory purposes.

- Please check this box if you are a **MN or OK** applicant or employee and would like to receive a copy of a consumer report if one is obtained by the Company.
- Please check this box if you are a **CA** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under CA law. (*If you elect to receive a copy, you are required (on an ongoing basis) to keep Employer informed of address changes so reports are not sent to old addresses.)

NY applicants only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by directly contacting the consumer agency identified below.

Report processed by:
Background Investigation Bureau, Inc.
9710 Northcross Center Court
Huntersville, North Carolina 28078
Toll Free: (877) 439-3900

For HR Use only Submitted by: _____ Date: _____ Criminal History: <input type="checkbox"/> YES <input type="checkbox"/> NO Supervisor Signature: _____ Date: _____ Proceed with HIRE: <input type="checkbox"/> YES <input type="checkbox"/> NO
