



# TOWN OF EAST WINDSOR

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## RELEASE AND WAIVER FOR PRE-EMPLOYMENT BACKGROUND CHECK

### NOTICE:

**THIS DOCUMENT MUST BE COMPLETED AND ATTACHED TO ALL APPLICATIONS FOR EMPLOYMENT WITH THE TOWN OF EAST WINDSOR.**

In connection with your application for employment, we may procure a Credit Report and/or Background Report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below you hereby authorize any authorized representative of the Town of East Windsor bearing this release, within one year of its date, any and all personal recollections and/or information in your files concerning you, your character, general reputation, personal characteristics and personal history, including but not limited to documents concerning your military service, employment, credit history (*including consumer records and/or credit ratings*), financial status, education and academic achievement, attendance, work performance, complaints or grievances filed by or against you, background investigations, disciplinary actions, polygraph examinations, and any and all internal affairs investigations and discipline, to include any files that are deemed to be of a private or confidential nature.

The information requested below is being used strictly for pre-employment background screening purposes in order to obtain accurate results. The consumer report may include, but not be limited to, criminal history, verifications of employment and education, and driving records. A credit report detailing personal financial history will only be obtained for permissible purposes in consideration of jobs meeting specific criteria.

**Applicant's Name:** \_\_\_\_\_

*(PLEASE PRINT CLEARLY)*

**Applicant's Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

*The EEOC states for the purpose of pre-employment inquiries, under the Age Discrimination in Employment Act of 1967, Section 1625.5, "A request on the part of an employer for information such as "Date of Birth" or "State Age" on an employment application form is not, in itself, a violation of the Act."*

**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**TO ALL APPLICANTS:** *The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation.*

**I have received a copy of my Summary of Rights Under the Fair Credit Reporting Act.**