

General Background Disclosure and Authorization FormOrganization: **Eden Prairie Schools**

Applicant:

Assigned To: **Email****COMBINED DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING BACKGROUND CONSUMER REPORTS***(Important: Please read carefully before completing.)***DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Eden Prairie Schools will procure the services of Orange Tree Employment Screening to conduct a background investigation as part of its screening and hiring process. Thus, you will be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics. These reports may contain information regarding your address and name history source(s), criminal history, employment history, social security verification, motor vehicle records ("driving records"), or other background checks. The primary objective of any investigation will be to verify information you provided on your application in connection with your application for employment or continued employment with the district. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the district, to the extent permitted by law. If you submit a timely written request to our personnel department, we will provide you with the name, address and phone number of the consumer reporting agency and the nature and scope of any investigative consumer report (if one is ordered).

**SUMMARY OF YOUR RIGHTS UNDER FCRA**

The FCRA (Fair Credit Reporting Act) requires that we inform you that a background investigation may be conducted as part of the screening and hiring process. In the course of this screening process before any adverse action is taken, you will be provided a copy of the report and a comprehensive summary of your rights under the FCRA, as well as additional information on your rights under the law. Information obtained in any consumer report will not be used in violation of any state or federal equal opportunity law or regulation. For a full copy of your rights and other useful information visit:

<http://www.ftc.gov/os/statutes/fcrajump.shtm>

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and the SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the district at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, or institution to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, their agents, and/or the district itself. A photocopy of this document may be substituted for the original.

**Personal History Questionnaire**

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner in employment decisions.

**Full Legal Name:***First**Middle**Last***Email Address:****Contact Phone Number:**

(xxx) xxx-xxxx

**Date of birth:**

(mm/dd/yyyy)

**Social Security #:**

(xxx-xx-xxxx)

**Driver License #:**

Issuing State:

**Other names used (if applicable):***First**Last**Year changed***Residence Addresses: (Please provide 7 years of address history)**



Street

City

State

Zip

Most Recent Date
(blank if current)

Criminal History Questionnaire



Have you ever been charged with or convicted of a Misdemeanor or Felony crime? ☐ Yes ☐ No



If yes, provide state and county of conviction, and the date and nature of the offense. Leave the below blank if this does not apply to you.



Offense

State

County

Date



Please check this box if you would like to receive a copy of a consumer report if one is obtained by the District. ☐ Yes



I affirm that the information provided ☐ Yes
on this form is true and accurate to the
best of my knowledge.



Save as Draft

Submit Form