



CITY OF BRISTOL  
BRISTOL, CONNECTICUT 06010

**AUTHORIZATION FOR RELEASE OF PRE-EMPLOYMENT INFORMATION**

I, \_\_\_\_\_, understand that the City of Bristol may conduct an investigation into my qualifications for a position with the City of Bristol. An offer of employment from the City of Bristol is also contingent upon passing a pre-employment drug test. Depending on the position, a physical examination/evaluation may be required. I understand that the inclusion of any false or misleading information on my application form may be grounds for immediate dismissal.

I hereby authorize and request that my current and all former employers and those people I have listed as references on this application or my resume furnish the City of Bristol with information about my employment record, including a statement of the reason for the termination of my employment, work performance abilities and other qualities pertinent to my qualifications for employment. I also authorize the following agencies to furnish information pertinent to my application for employment: schools and colleges, criminal and law enforcement agencies, armed forces, federal and state agencies, and state motor vehicle departments. I hereby indemnify and release those entities giving information to the City of Bristol as well as the City of Bristol from all liability and responsibility in connection with the provision of any such information.

A photocopy of this authorization shall have the same force and effect as an original.

My Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Your date of birth and social security number are requested for the sole purpose of accessing records used in verifying application information.)

Please indicate below if you have been employed or educated under another name and the dates this name was used. (i.e. **maiden name, nickname, alias**)

PLEASE PRINT LEGIBLY

**AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY**

I confirm that any criminal history information requested and obtained by the City of Bristol was subsequent to the application process.

NOTICE: An applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b-146, 54-76o, or 54-142a; criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which a person received an absolute pardon. A person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings and may so swear under oath.

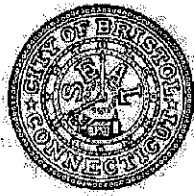
Have you ever been convicted of a felony?  Yes  No

If yes, describe in full. This information will not necessarily be a bar to your employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF BRISTOL**  
**BRISTOL, CONNECTICUT 06010**

**CONSUMER REPORT DISCLOSURE AND AUTHORIZATION**

By this document, the City of Bristol discloses to you that a consumer report, including a report which may contain information as to your character, general reputation, personal characteristics, and mode of living, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment.

A summary of your rights under the Fair Credit Reporting Act is enclosed for your review.

Please sign below to signify your receipt of this disclosure and to authorize the procurement of a consumer report by the City of Bristol as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the City of Bristol to procure consumer reports at any time during your employment.

APPLICANT'S SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

**CITY OF BRISTOL**  
**BACKGROUND INVESTIGATION DATA SHEET**

NAME \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DRIVER'S LICENSE NO. AND STATE \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**CURRENT EMPLOYER** (Company Name) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**LIST BELOW YOUR TWO PRIOR EMPLOYERS, BEGINNING WITH YOUR MOST RECENT:**

1. Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

2. Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

**LIST BELOW TWO WORK REFERENCES (not relatives or friends)**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTOR VEHICLE RECORD RELEASE AUTHORIZATION

If hired, or if currently employed, I may be required to drive a City of Bristol vehicle in the course of my employment. By signing below, I do hereby give my permission and authorization for

City of Bristol

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to obtain a copy of my Motor Vehicle Record through its insurance Agent, Broker or Consultant, Hollis D. Segur, Inc. The information obtained will be used for company insurance, safety, loss control, job qualification and/or compliance purposes. If hired, or if currently employed, this release and authorization shall remain in effect during the term of my employment. I also release and authorize Hollis D. Segur, Inc., the City of Bristol or its agents to run subsequent Motor Vehicle Reports on an as needed basis.

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Print Full Name

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Date of Birth

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Address

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City, State, Zipcode

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Driver's License Number

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State of Issue

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Signature

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Date

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. **You can find information about additional rights and the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site <http://www.ftc.gov> or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.** The FCRA gives you specific rights, as outlined below.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051