



## PRE-EMPLOYMENT CHECKS AND TESTING

Equal Opportunity Employer

### TOWN OF FARMINGTON

TOWN MANAGER'S OFFICE

1 MONTEITH DRIVE

FARMINGTON, CT 06032-1053

## NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, the Town of Farmington may conduct a background check. If you are hired, the Town may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, the Town may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If the Town obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports. Your signature below authorizes the Town to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. To perform the background check, please provide the following information:

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_

Print Name: \_\_\_\_\_

Any Other Names by Which You Have Been Known? \_\_\_\_\_

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

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