

CLS

# Enterprises of Lockport

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## Background Check Disclosure and Authorization for Release of Information

As part of the employment process, **Roberts Park Fire Protection District**, hereinafter known as “the company” may obtain a consumer report and/ or an Investigative Consumer Report. The Fair Credit Reporting Act as amended by the Consumer Reporting Reform Act of 1996 requires that we advise you that for the purposes of employment only, a Consumer Report may be made which may include information about your credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided in the event the report contains information regarding your character, general reputation, personal characteristics, or mode of living.

### Authorization and Release:

During the application process and at any time during any subsequent employment, I hereby authorize CLS Enterprises of Lockport, Inc., on behalf of the company to procure a Consumer Report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. *The report may include but may not be limited to* **Criminal Records, Credit Reports, Driving Records, Past Employment or Education Verifications, Personal and Professional References and any other source required to verify information that I have voluntarily supplied.** I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. I authorize without reservation, any party or agency contacted to furnish the above mentioned information. This authorization and consent shall be valid in original, fax, or copy form.

Questions or comments about this process can be directed to CLS Enterprises of Lockport, Inc., toll free at 877-836-0236.

\_\_\_\_\_ California and Minnesota Applicants Only: Please check here to have a copy of your consumer report sent to you from CLS Enterprises. Mail a copy of this request with this box checked off to CLS Enterprises of Lockport, Inc. P.O. Box 463 Lockport, IL. 60441-0463. Include in the envelope a copy of your driver’s license (for identification) and a \$5.00 check or money order for processing and an address where you would like the report mailed.

\_\_\_\_\_ Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent to you by CLS Enterprises of Lockport, Inc., free of charge. Mail a copy of this request with this box checked off to CLS Enterprises of Lockport, Inc. P.O. Box 463 Lockport, IL. 60441-0463. Include in the envelope a copy of your driver’s license (for identification) and an address where you would like the report mailed.

Printed name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver’s License Number \_\_\_\_\_ State \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_