



City of Rehoboth Beach
229 Rehoboth Avenue, P.O. Box 1163
Rehoboth Beach, Delaware 19971
Telephone: 302-227-4641
Fax: 302-227-4643
www.cityofrehoboth.com

DISCLOSURE / AUTHORIZATION

This is a rider and is provided separately to each job applicant. The job application and this authorization for release of information are never to be attached as one and the same document. Those persons responsible for considering an applicant for employment are not to review a completed version of this rider. This document is only provided to an applicant AFTER a conditional offer of hire has been made. Any adverse decisions will be made on a case by case basis and in compliance with Delaware's "Ban the Box" legislation.

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, the City of Rehoboth Beach may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from one or more third party consumer reporting agencies.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the City of Rehoboth Beach can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the City of Rehoboth Beach to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the City of Rehoboth Beach to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do _____ do not _____ authorize the City of Rehoboth Beach to contact my current employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I do _____ do not _____ authorize the City of Rehoboth Beach to contact the US Armed Forces, Maritime Service, Veterans' Administration, Selective Service Administration; any academic dean, registrar, principal, guidance counselor or authorized person at any school, college, university, business school, trade school, elementary, or high school; any local, state, or federal law enforcement agency, any past or present employer; any credit bureau or retail merchants association; any insurance company, and conduct or obtain a consumer report or investigative consumer report.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the City of Rehoboth Beach.

Applicant Signature

Date

Printed Name



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PERSONAL DATA

Last Name: _____ First Name: _____ Middle Name: _____

Current Address: _____ Dates Lived Here: _____

Addresses for the Past Seven Years: (include street, city, state, zip code)

Dates of Residence:

Date of Birth: _____ Place of Birth (City & State): _____ Maiden Name: _____

Other Names Used: _____ Years Used: _____

Social Security #: _____ Driver's License #: _____ State: _____

Email address (may be used for official correspondence): _____

I have the right to make a request to any third party provider of consumer information or consumer investigatory information, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which the third party provider has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

 Applicant Signature

 Date

 Printed Name