



Office of Business Services
201 Park Street
FORT ATKINSON, WI 53538
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WWW.FORTSCHOOLS.ORG

**DISCLOSURE AND AUTHORIZATION
(IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)**

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The School District of Fort Atkinson may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by First Advantage Background Services Corp. (“First Advantage”), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the School District of Fort Atkinson to obtain from any outside organization all manners of consumer reports and investigative consumer report now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the School District of Fort Atkinson 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, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by First Advantage P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004, another outside organization acting on behalf of the School District of Fort Atkinson, and/or the School District of Fort Atkinson itself. Their Privacy Policy can be reviewed at <http://www.fadv.com/privacy-policy/>. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Signature _____ Date _____

For District Office Use Only
Client Number _____
Order ID _____

DISCLOSURE AND AUTHORIZATION FORM

Please provide the following information:

Applicant/Employee Information Needed

Position Applying for: _____

Hiring Administrator: _____

Location (School) of Position: _____

Last Name _____ First _____ Middle _____

Email Address _____

Other Names/Alias _____

Social Security # * _____ Date of Birth * _____ Gender _____

Driver's License # _____ State of Driver's License * _____

Present Address _____ Phone Number _____

City/State/Zip _____

Prior Address if Current Address is Less than 5 years _____

City/State/Zip _____

Current Employer & Address _____ Position _____ Dates of Employment _____

Previous Employer & Address _____ Position _____ Dates of Employment _____

Previous Employer Address _____

Certified Applicants Only:

Education (most recent first)				
Name of School	City	State	Dates Attended	Degree

***This information will be used for background screening purposes only and will not be used as hiring criteria**

Return to: Kay Retzleff, School District of Fort Atkinson, 201 Park Street, Fort Atkinson, WI 53538

Delivering opportunities and services each student needs to achieve their academic and personal potential