Village Manager's Office * 1225 Waukegan Road* Glenview, IL 60025
Ph. 847.904.4370 * Fax 847.904.-4467 * www.glenview.il.us

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

Village of Glenview ("the Village") intends to obtain and use a consumer report or an investigative consumer report from Justifacts Credential Verification, Inc, an external consumer reporting agency, from Experian, or another credit reporting agency, to be used for employment/volunteer purposes. These purposes may include but are not limited to:

- considering your application for volunteerism;
- considering your application for employment;
- making a decision whether to offer you employment with the Village;
- deciding whether to continue your employment (if you are hired by the village)
- doing periodic rescreening of current employees, and/or;
- making any other employment decisions affecting you.

A consumer reporting agency is a person or business that regularly assembles or evaluates consumer credit information or other information on consumers. As an applicant, volunteer or an employee, you are considered a "consumer" under the Fair Credit Reporting Act.

A consumer report may include information about your character, general reputation, personal characteristics, or mode of living, which is used or collected for employment purposes. An investigative consumer report also involves personal interviews with sources such as employers, educators, etc. and may contain information regarding your credit history, criminal history, social security trace, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have a right to request disclosures of the nature and scope of any investigative consumer report that the Village obtains about you by contacting Justifacts Credential Verification, Inc. You also have other rights under the Fair Credit Reporting Act, a summary of which is available at:

https://app.justifacts.com/pdfs/SummaryOfRightsUnderTheFCRA.pdf

Acknowledgement
I hereby acknowledge receipt of this disclosure and that the Village of Glenview may obtain consumer reports and investigative consumer reports about me ~~on their own or~~ from a consumer reporting agency and that they may consider information in consumer reports and investigate consumer reports as part of their decision making process regarding any aspect of my application for employment or volunteerism and/or continued employment with the Village including periodic rescreening of current employees. I also acknowledge that I have received a copy of the Summary of Rights und the Fair Credit Reporting Act.

Signature:_____Date:_____

Full Legal Name (please print):_____

Authorization to Conduct Employment/Volunteer Background Investigation

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Village 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, insurance company or other individual or entity with information that bears on my qualifications for employment, character, general reputation, personal characteristics, and/or mode of living to furnish any and all background information requested by the Village of Glenview**,** and/or another outside organization acting on behalf of the Village. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature:_____ Date:_____

Full Legal Name (please print):_____