



# Screening Consent Form

## Personal Information

Full Name (no nicknames):		
Maiden Name/Other Names Used:		Date last used:
Maiden Name/Other Names Used:		Date last used:
Social Security Number: - -	Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Drivers License Number:	State:	

Have you been convicted of any violations (or is action pending by any law enforcement agency) in the last seven (7) years? Include court martial's, but do not include juvenile convictions or traffic violations resulting in a fine of \$100 or less.

Yes  No If yes, list all violations below, include dates and arresting agency. Attach additional pages if necessary. (A conviction will not necessarily bar an applicant from employment)


## All addresses for the last SEVEN years: (attach additional pages if necessary)

1.	Street	City	County	State	Zip	Years From - To
2.	Street	City	County	State	Zip	Years From - To
3.	Street	City	County	State	Zip	Years From - To
4.	Street	City	County	State	Zip	Years From - To
5.	Street	City	County	State	Zip	Years From - To
6.	Street	City	County	State	Zip	Years From - To
7.	Street	City	County	State	Zip	Years From - To

## Authorization to Release Information and Records

I, \_\_\_\_\_, hereby authorize McMinnville Area Habitat for Humanity and/or their agent to conduct an appropriate background investigation of my former employment, education, credit files, and criminal records for determination of my eligibility for employment. I authorize all persons who may have information relevant to this investigation to disclose it to *Choice Screening* and/or their agent. I release and agree to hold harmless all persons providing such information and *Choice Screening*, its officers, directors, employees and agents from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

These investigations might include, but are not limited to, searches of educational institutions attended; state driving records; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information or files in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15 USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Choice Screening, the following information and/or copies of documents from my military service record: 00214, service record, and any disciplinary records.

I understand that these searches may be used to determine work assignment, or employment eligibility. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from Choice Screening 600 Grant Street, Suite 700, Denver, CO 80203 at telephone number (720) 974-7882. After reading this document, I fully understand its contents and authorize the background verification.

New York Applicants: By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

Are you applying for employment in California, Minnesota or Oklahoma? Yes \_\_\_ No \_\_\_

If so, do you want a copy of any Consumer Report prepared concerning you? Yes \_\_\_ No \_\_\_

I hereby certify that all information provided in this authorization is true, correct and complete.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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



CHOICE SCREENING

600 Grant Street, Suite 700, Denver CO 80203