



City of Centerville
PRE-VOLUNTEER DISCLOSURE FORM
TO OBTAIN CONSUMER REPORTS FOR
VOLUNTEER PURPOSES

DISCLOSURE

Please Read Carefully Before Signing the Authorization Form

In considering you for volunteer position and, if you are selected for the position, in considering you for subsequent assignment, reassignment, retention, or discipline, the City of Centerville ("the City") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

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 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.

City of Centerville

Pre-Volunteer Authorization Form



I have read and understand the foregoing disclosure, and authorize the City of Centerville to obtain and rely upon consumer reports or investigative consumer reports concerning me. By my signature below, I authorize the City to obtain any such reports and to share the information received with any person involved in their decision about me. I also consent to have any legally required notices sent electronically.

PERSONAL DATA

Last Name _____ First Name _____ M.I. _____

Street Address:

City, State, Zip: _____ Dates Lived Here: _____

Other Names Uses: _____ Years Used: _____
(including maiden name)

Social Security Number: _____ DOB: _____

Driver's License #: _____ Driver's License State: _____
Exp. date: _____

Email: _____

I have the right to make a request to IntelliCorp Records, Inc, 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 IntelliCorp Records, Inc 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.

Printed Name, Applicant Signature

Date