

YMCA of Metropolitan Detroit

EMPLOYMENT BACKGROUND CHECK RELEASE FORM

Please read carefully before signing – All information provided is kept confidential

I hereby certify that the information provided by me on the employment application is true and accurate. I understand that such information is subject to verification by the YMCA of Metropolitan Detroit and its agents. **I further understand that any misrepresentation or omission of facts may be justification for a refusal to hire or a dismissal from employment.**

I authorize the schools, persons, previous employers, police or other governmental agencies and other organizations named in the employment application and this screening form to provide the YMCA (including its authorized employees, agents or representatives), with any information concerning my employment, education, background, criminal or motor vehicle record or other information that may be required to arrive at an employment decision. I hereby authorize the release of such information to the YMCA. I further release the YMCA and any such schools, persons, employers, police or governmental agencies and organizations from any and all liability as a result of such inquiries and disclosures.

I understand that any offer of employment is conditional upon my satisfactorily passing a drug and alcohol screening test, as well as the delivery of a satisfactory criminal background history, record verification, reference checks, driving record, receipt of other documents requested by the YMCA and the verification of information provided by me. In the event I am allowed to begin work before the testing results, background check or record verification process is complete, I understand and agree that satisfactory completion of the process, in the sole discretion of the YMCA, is required for continued employment. In the event I am hired, I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications distributed to employees.

By signing this form, I am acknowledging and representing that I have not been found guilty of, or entered into a plea of guilty or no contest, regardless of the adjudication of any criminal charges except those as set forth by me in the job application. I further understand the existence of any criminal or conviction record will not necessarily be a bar to employment. The nature of the charges and all circumstances surrounding the matter are important considerations that will be taken into account. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

I hereby agree and acknowledge that I have read and understood the above statements, agree to the background check as set forth above and accept the above stated conditions of employment with the YMCA of Metropolitan Detroit

All information provided for screening purposes is kept confidential.

CONTINUED ON OTHER SIDE

Printed Name as it appears on Drivers' License

Date of Birth (month/day/year)

Please print other names you have used

Social Security Number

Michigan Driver's License Number

Signature of Applicant

Date Signed

Name of YMCA Branch

Copy results to: _____

Please list only the cities & states you have previously lived outside the state of Michigan.

City (print)	State (print)

****The following states require gender and race in order to obtain information: Alabama, Arkansas, Florida, Georgia, Iowa, Illinois, Indiana, Michigan, Oregon, Texas, Wisconsin. If you have lived in one of these states, please provide your race & gender so that the YMCA can obtain the appropriate background information. The race and gender information will be used for this legitimate business purpose only.**

** Race (see above)

** Gender (see above)

Office use only - Metro Human Resources Department

Date received

Signature – Human Resources Director

Date sent to screening organization

Name of screening organization

CONSUMER REPORTING DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant (or employee) of the YMCA of Metropolitan Detroit you are a consumer with rights under the Fair Credit Reporting Act. The YMCA of Metropolitan Detroit is obtaining and may use information about you contained in either a consumer report or an investigative consumer report from a consumer reporting agency when deciding whether to hire you or when making other decisions about your employment. A Summary of your rights under the Fair Credit Reporting Act is available upon request.

You may request, within a reasonable period of time following receipt of this notice additional disclosure regarding the nature and scope of the investigation requested by the YMCA of Metropolitan Detroit. Once this request is received, we will respond within five days.

A “*consumer reporting agency*” is a person or business which, for fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer information for the purpose of furnishing consumer reports to others, such as the YMCA of Metropolitan Detroit.

A “*consumer report*” means any 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 in establishing your eligibility for employment purposes.

An “*investigative consumer report*” means a consumer report in which information about your character, general reputation, personal characteristics, or mode of living is obtained through *personal interviews* with your neighbors, friends, or associates with whom you are acquainted or who may have knowledge concerning such information.

If an investigative consumer report is prepared, you may ask for more information about the nature and scope of the investigation, as well as a written summary of your rights under the Fair Credit Reporting Act. If a consumer report results in an employment opportunity being denied to you, you may request, in writing, for more information about the report within 60 days. **If employment is denied, in whole or part, because of information in a consumer report, you will be notified.**

AUTHORIZATION

By signing below, I, _____, authorize the YMCA of Metropolitan Detroit to obtain either a consumer report or an investigative consumer report about me, and to consider this information, the release of which I explicitly consent when making decisions regarding my employment at the YMCA of Metropolitan Detroit. I understand that I have rights under the Fair Credit Reporting Act.

Signature

Date

Print Name

Social Security #

Drivers License # (or State ID #)

State