



Southington-Cheshire Community YMCA
Disclosure and Authorization for the Release of Information

Purpose and Disclosure

Southington-Cheshire Community YMCA will use ADP Screening and Selection Services (SASS), a consumer reporting agency (CRA) as an agent to perform its employment related background check. The agency will provide a written report of its findings to Southington-Cheshire Community YMCA. I understand my prospective employer intends to utilize the background check for employment purposes only, and shall not disclose such information to any other party.

Above named CRA, ADP SASS may utilize various sources of information including but not limited to: credit reporting agencies, workers' compensation records including any and all injuries in compliance with the Federal Americans with Disabilities Act, Department of Motor Vehicle driving records, criminal records, current and former employers, military records, education records, professional and personal references. I request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to Southington-Cheshire Community YMCA, and ADP SASS, a CRA.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that they may contain information about my background, mode of living, character, work history, personal characteristics, professional standing and general reputation.

Periodic Checks:

I understand that background checks may be obtained at hire and periodically during my employment.

Criminal History

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES\_\_\_ NO\_\_\_ (If "YES", in what State? \_\_\_Year \_\_\_)

Please note that you are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased under Connecticut General Statutes sections 46b-146, 54-76o or 54-142a. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Fair Credit Reporting Act Rights

According to the Fair Credit Reporting Act, I will be notified by Southington-Cheshire Community YMCA if employment is denied because of information obtained from a CRA. Additionally, I understand that I may request a copy within 60 days with proper identification. California residents automatically receive a copy within 7 days; other states receive a copy upon adverse action or request.

\*\*\*\*\*PLEASE FILL OUT THIS FORM COMPLETELY\*\*\*\*\*

Print First, Middle and Last Name: \_\_\_\_\_

List ALL other first & last names ever used: \_\_\_\_\_
(PRINT NAME) (YEAR LAST USED) (PRINT NAME) (YEAR LAST USED)

Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

CURRENT Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at address? \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PREVIOUS Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at address? \_\_\_\_\_

Last School/College Attended: \_\_\_\_\_ State \_\_\_\_ Last Year Attended \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If you graduated, indicate \_\_\_ Certificate \_\_\_ GED \_\_\_ Diploma \_\_\_

Registered and/or Graduated under what name? \_\_\_\_\_

Authorization & Signature

I have read and understand this disclosure. I authorize ADP SASS and Southington-Cheshire YMCA to obtain background reports at hire and periodically during employment. This authorization is valid for one year from the date signed. By signing below, I also consent that this authorization may be relied upon for periodic background checks conducted during my employment without requiring a new disclosure each time, in accordance with YMCA policy and applicable law.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Under 18 Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_