

FCRA DISCLOSURE

Purpose

Following federal and state law, the City uses this document to make required disclosures and request your written authorization to collect information about you in the form of a consumer report as defined in law. The City might use information in your consumer report or reports to make a hiring decision about you.

Relevant Laws

This document seeks to comply with the federal Fair Credit Reporting Act (FCRA) and the state's related statute. FCRA can be found in U.S. Code at 15 U.S.C. § 1681et seq., with a full-text version also posted on the FTC's website (ftc.gov). The state law is Minn. Stat. § 13C.02.

Your Roles Explained

As you know, you are being considered as an *applicant* for the position of **MAINTENANCE TECHNICIAN/PUBLIC WORKS ASSISTANT**. In regard to any consumer report we obtain or cause to be prepared through the use of this form, you are also defined, in law, as a *consumer* in terms of being the subject of the consumer report.

Consumer Report Defined

A consumer report is a report that may include information about character, general reputation, personal characteristics, or mode of living. This information can cover several areas of an individual's background such as education, employment history/records, licenses/certifications held, criminal records, credit information, and driving history/records.

Other Disclosures and Notices

In regard to any consumer report obtained or prepared through the use of this form, the following additional disclosures apply: 1) upon your written request, each consumer reporting agency used is required to make a complete and accurate disclosure of the nature and scope of any consumer report the City obtains or causes to be prepared; and, 2) if the City considers or takes an adverse action based on information in any consumer report the City will provide you with various notices and disclosures as well as a copy of the relevant report or reports. You do not have to request the information we are required to provide under Item 2.

Your disclosure of any private data, including your social security number, is voluntary.

You also have the right to request a copy of the consumer report prepared through the use of this authorization by checking the box at the bottom of the authorization form.

“A Summary of Your Rights Under the Fair Credit Reporting Act”

A separate 3-page document summarizing your rights under this federal law is provided with this document. If you did not receive a copy please contact the City's Administrator 218-666-2200.

FCRA ACKNOWLEDGEMENT/AUTHORIZATION FORM

Your Personal Information		PHONE NUMBER:
First Name (please print)	Last Name (please print)	Middle Name (please print)
Other Names Used and Dates Used (please print) (use MM/YYYY format for dates)		Date of Birth (MM/DD/YYYY)
Social Security Number	Driver's License Number and State (provide if job requirement)	
Current Address (Street, Apt. #, City, State & Zip Code)		
Prior Address (Street, Apt. #, City, State & Zip Code)		

Your Acknowledgements and Authorization

I, _____ (Full Name: *First, Middle, Last*), have submitted an employment application with the City of Cook for the position of **MAINTENANCE TECHNICIAN/PUBLIC WORKS ASSISTANT**.

I understand that I am not legally required to provide the above information or to sign this authorization form. I also understand if I do not supply the requested information and give my written authorization the City will not be able to fully evaluate and determine my suitability (eligibility) for employment.

I authorize the City of Cook, its representative(s) and its agent(s) to obtain or cause to be prepared consumer reports on me. I understand the City will procure and might use information in these reports for its employment purposes to include making a hiring decision about me. I further understand these reports could be obtained from and prepared by any consumer reporting agency the City's chooses.

NOTE: A consumer reporting agency can include a background screening or verification company and any other entity or individual the law defines as a consumer reporting agency.

I understand if I am rejected as an applicant I am entitled to know if this action was based on information obtained through the use of this form. I also understand that I have the right to request, in writing, additional information from either the City or consumer reporting agency depending on the report and circumstance.

I acknowledge that I have either read, or had the opportunity to read, this document's disclosure and notice.

Your Signature: _____ Date: _____

In accordance with state law, I request a copy of any consumer report(s) prepared through the use of this form.

DATA PRACTICES NOTICE AND ADVISORY

(TO ACCOMPANY FCRA DISCLOSURE AND AUTHORIZATION)

Important Facts about Your Private Data

All or most of the data requested on the authorization form is classified by law as private data.

These data are accessible to: 1) you, upon your written request; 2) authorized City officers, employees and agents; and, 3) certain state agencies, including the state or legislative auditor, and federal agencies (as required by law or ordered by a court).

In regard to the City's access and use of these private data and any private data included in a report, the following persons may be authorized: the City's personnel officer, the relevant department head for the position(s) you applied for, other designated city staff involved in this aspect of the hiring process, the city attorney or other consulting attorney(s), the City's human resources consultant, and any city council member(s) directly involved in this aspect of the hiring process.

Private Data	Why We Ask For It?	Are You Legally Required To Provide It?	Consequences If You Don't Provide It?
Current Full Name ¹	To know who completed the authorization form and accurately request reports on you.	No	Background checks on you could be delayed and we may no longer consider you for employment.
Current Home Address/ Email Address/Current Telephone Number (on application form)	To be able to contact you during the hiring process and send you legally required and other important information regarding the hiring process.	No	We may have difficulty contacting you and you may miss a critical step in the hiring process causing you to longer be considered for employment.
The above data, and; Other Names/ Date of Birth/ Prior Address/ Social Security Number/ Driver's License Number	To request consumer reports on you and prove your identity in these reports.	No	We may no longer consider you for employment if we cannot conduct these background checks on you.

¹Depending on when you are asked to fill out the form, your name may no longer be considered private data under state law. As an applicant for public employment, your name becomes public data when the City considers you a finalist for the position.

Important Note about Other Private and Confidential Data

Much of the information contained in any consumer report prepared on you will also be classified as private data under state law and accessible to you. Any information—contained in either type of report—that is classified as confidential data would not be accessible to you. The City will use these and other data (& information) to evaluate you for its employment purposes.