

**Technical College System of Georgia/_____ Technical College
Notice to Applicants/Authorization to Release Background Information**

Disclosure

The Technical College System of Georgia and/or its affiliate colleges may obtain a consumer report (commonly known as a background report) and/or investigative consumer report from a consumer reporting agency for employment purposes. The consumer report may include information concerning your employment history, education, qualifications, character, general reputation, personal characteristics, criminal record, motor vehicle record, mode of living and/or credit standing and indebtedness. This information may be obtained from public and/or private sources.

A consumer report and/or an investigative consumer report may be obtained in processing your application for employment, or at any time during your employment period, as authorized by state law and/or the Fair Credit Reporting Act (FCRA). Should an investigative consumer report (a consumer report in which the above types of information are obtained through personal interviews) be requested, you will have the right to obtain a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

In the event that information from a consumer report obtained about you from a consumer reporting agency is used in whole or in part in making an adverse decision with regard to employment, you will be provided with a copy of the consumer report and a description in writing of your rights under the law.

Authorization

I understand that I am being considered for employment with TCSG/Technical College and that an investigation of my background will be conducted as part of the selection process. Dependent upon the position I have applied for, the background investigation may include, but is not limited to, a review and/or verification of my criminal history records, motor vehicle/driver's history records, employment history, education records, references, consumer credit reports.

I understand that the information obtained will not be used in violation of any federal or state law, rule, or regulation, and that before any adverse employment action is taken based upon a review/the results of any consumer credit report and/or investigative consumer report, I will be provided with a copy of the report, as well as a summary of the accompanying consumer's rights.

I understand that my consent for a background investigation is voluntary; however, I also acknowledge that my refusal to provide such authorization will remove me from further consideration for the position for which I applied. In recognition of this requirement, I hereby, authorize TCSG/Technical College to obtain any criminal history information (including motor vehicle/driver's history) that may be maintained on me by any federal, state, or local criminal justice agency. I further permit TCSG/Technical College to obtain information pertaining to my education, prior employment history, etc. as noted above. If employed, I understand that this authorization shall remain in effect throughout my employment with the Technical College System of Georgia or any of its associated technical colleges and shall permit the TCSG/Technical College to obtain information pertaining to my criminal history and/or driver's history records at any time for valid business reasons, including but not limited to a prospective promotion, transfer, or other change in the terms and conditions of my employment.

Applicant's Signature: _____

Date: _____

HR Representative: _____

Date: _____