



City of Cleveland

Justin M. Bibb, Mayor

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**AUTHORIZATION TO PERFORM BACKGROUND CHECK AND OBTAIN A
CONSUMER REPORT AND/OR INVESTIGATIVE CONSUMER REPORT**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the City of Cleveland and its designated agents to obtain a comprehensive review of my background through a consumer report for the purpose of employment, promotion, reassignment or retention as an employee. This authorization is valid throughout my tenure with the City of Cleveland. A non-exhaustive list of areas included on the consumer report may be as follows: criminal history; employment history; credit history; birth records; motor vehicle records; education history; Social Security number verification; and any other public records.

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the City of Cleveland and its designated agents and representatives to conduct a comprehensive review of my background through an investigative consumer report. Investigative consumer reports provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Routine inquiries may include references, past employers, and social media posts. Upon written request, additional information as to the nature and scope of the investigation will be provided. I understand that a more extensive background check may be conducted for jobs paying a high annual salary.

I, _____, authorize the release of these records and/or information pertaining to me that any entity and/or individual may possess. I hereby authorize any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish The City of Cleveland or its designated agents with any and all of my personal records and/or information.

Pursuant to the federal Fair Credit Reporting Act, I understand that if any adverse employment action is to be taken based upon the consumer report and/or investigative consumer report, a copy of the consumer report and/or investigative consumer report will be provided to me.

I acknowledge receipt of A Summary of Your Rights Under the Fair Credit Reporting Act.

Date of Birth: _____ Social Security No. _____

Address (include City, State and ZIP Code) _____

Driver's License or State ID No. (include State of Issuance) _____

SIGNATURE

DATE