



# BACKGROUND WAIVERS



**\*Important-Please download these forms and save them to your desktop before working on them.**

The following (attached) waivers must be signed and uploaded into the portal. Failure to submit the documents in a timely manner **may** result in a delay starting your background investigation.

1. A signed **ADVISEMENT TO CANDIDATE REGARDING FALSE STATEMENTS**
2. A signed **INFORMED CONSENT RELEASE AND HOLD HARMLESS**
3. A signed **FCRA Letter**
4. A signed and notarized **AUTHORIZATION TO RELEASE INFORMATION**

**\*ONLINE NOTARY SERVICE-** As a courtesy, the background portal provides a link to get your **Release of Information** waiver notarized online. You will need a video connection and your drivers license to complete the notary online. (We provide this link as a convenience, and we are not affiliated with this service. Documents can be taken to a notary of your choice instead of using the online service.)

**Please save the documents to computer desktop before filling them out. You will need Adobe Acrobat to fill in the documents, and to sign them online.**

**The signature function will work after your PDF is saved and on your computer and reopened**



## ADVICE TO CANDIDATE REGARDING FALSE STATEMENTS

### ADVICE TO CANDIDATE REGARDING FALSE STATEMENTS



Candidate Name

The overall purpose of the pre-employment background investigation is to verify that your application and any statements you have made to your prospective employer concerning your qualifications are true.

The courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, state law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust.

Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. We will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job, or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

#### CERTIFICATION

*I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.*

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Signature of Applicant

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Date

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Type/Print Name

**AUTHORIZATION / ADVISEMENT****INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR  
CONFIDENTIALITY OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION****FCRA Authorization to Obtain a Consumer Credit Report and  
Release of Information for Employment Purposes**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize The Village of Caledonia and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, [ ] authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish The Village of Caledonia or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release The Village of Caledonia and ProFirst Training and Consulting, LLC and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release. You may contact me as indicated below. I understand that a copy of this authorization may be given at any time, provided I do so in writing.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, the adverse information source will be provided to me.

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Signature of Applicant

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Date

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Type/Print Name



ADVICE TO CANDIDATE

## REGARDING CREDIT / CONSUMER REPORT INFORMATION FOR EMPLOYMENT PURPOSES

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) requires that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision. In some cases, an evaluation of your financial history is mandated by law or by policy of your prospective employer.

You are hereby notified that the Village of Caledonia intends to use credit data as **part of its** decision-making process for the position for which you have applied.

1. A credit and/or consumer report will be obtained during the pre-employment background investigations
2. Your consent is required for reports that are provided to employers or that contain medical information;
3. You can find out what is in your file, although some information, such as "risk sources" or "credit scores" may be lawfully withheld; by contacting the credit reporting agency (CRA)
4. You can dispute inaccurate information directly with the CRA
5. Inaccurate information must be corrected or deleted by the CRA
7. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
8. You may choose to exclude your name from the CRA list for unsolicited credit and insurance offers;
9. You may seek damages from the CRA for FCRA violations
10. The complete text of this act may be found at [www.ftc.gov](http://www.ftc.gov).

**CERTIFICATION:** I certify that the Village of Caledonia and ProFirst Training has my consent to obtain a copy of my credit report and/or consumer report for the limited purpose of my pre-employment background investigation; that I will be furnished with the name, address, and telephone number of the CRA upon written request and that I have been informed that I can receive a copy of my credit report from the CRA by contacting the CRA directly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## Important Message



The following waiver needs to be notarized by a notary public. This waiver will be provided to previous, and current employers, as an authorization from you to release information about your employment.

As a courtesy, we have provided a link to an online notary public service so this can be done directly from your computer. The link can be found in the upper right corner of the portal. You will need a laptop or desktop with a camera connection.

If you prefer to take the form to a notary public, you can simply print the form and take it to a notary public of your choice.

Please note- regardless of which method you choose, please do not sign the waiver until told to do so by the notary public. It must be done in their presence. You will need a valid government ID for either method.

If you have any questions, please feel free to contact us for assistance.

**RELEASE AUTHORIZATION****EMPLOYMENT INFORMATION – Public Trust Position****AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT**

The Village of Caledonia requires that all candidates for a position of public trust undergo a thorough background investigation.

As a candidate for a position with the Village of Caledonia, I am required to furnish information for use in determining my qualifications. I accordingly authorize, for 120 days from the date I sign this release and waiver, any authorized representative of my prospective employer bearing this release or any copy thereof, to obtain any and all information you have concerning me, including but not limited to, information pertaining to my employment, job applications, performance evaluations, attendance records, disciplinary actions, eligibility for rehire, other information relevant to my suitability for public trust employment, including any and all files otherwise deemed confidential or privileged, including any and all materials that have been sealed by agreement, court order, or otherwise, including, but not limited to, disciplinary matters. I acknowledge and understand that when my prior employers, or other persons, provide information to my prospective employer in order for my prospective employer to determine suitability for employment, that the disclosure of information by my prior employer or other persons to my prospective employer is confidential.

I further understand that public employees, when seeking employment with other departments or agencies employing in the state, are required to give written permission to the hiring department or agency to review his or her general personnel file or any other separate file designated by his or her agency, including investigations of misconduct. I hereby acknowledge and understand that certain records or information contained in any of the files, materials or information that may be disclosed to my prospective employer pursuant to this release may be considered confidential and therefore potentially otherwise subject to discovery or disclosure only pursuant to a court motion. I agree that if I am hired, I may choose to have information gathered during the background investigation remain confidential and not become part of my general personnel file.

I hereby release, discharge, and exonerate the Village of Caledonia and/or any person furnishing information pursuant to this release, including their agents and representatives, from liability or damages of any kind arising out of the furnishing and/or inspection of records in compliance with this authorization and request to release information. I hereby waive any and all right and/or opportunity to review, inspect and/or obtain the background investigation report and/or any information provided during the background investigation.

This release shall be binding on my legal representatives, heirs, and assigns.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness accuracy or validity of that document.

State of \_\_\_\_\_  
County of \_\_\_\_\_

Name \_\_\_\_\_

Subscribed and sworn (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (Signature) \_\_\_\_\_, proved to  
me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Signature \_\_\_\_\_



The authorization to release records is valid for 120 days from the date of signature.

Notary Seal