



**Heartland Lakes Community School**  
**Background Check Authorization Form**

**AUTHORIZATION AND ACKNOWLEDGMENT**

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize the obtaining of "consumer reports "and/or "investigative consumer reports "by \_\_\_\_\_ the Company, "The McDowell Agency, Inc." at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by The McDowell Agency, Inc., another outside organization acting on behalf of the Company, and/or the Company itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check as described in the disclosure.

STATE SPECIFIC RIGHTS OF APPLICANTS OR EMPLOYEES

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law. If you did not receive Article 23-A, please contact us or visit: <https://www.labor.ny.gov/formsdocs/wp/correction-law-article-23a.pdf>

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**Washington State applicants or employees only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Employer please note:** If a Minnesota or Oklahoma checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), you must provide the individual a copy of their report. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you must provide the individual with a copy of their consumer report, unless you have made prior arrangements for THE MCDOWELL AGENCY to do so on your behalf.

*By signing below, I acknowledge that I have read and understand the AUTHORIZATION AND ACKNOWLEDGMENT, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, and STATE SPECIFIC RIGHTS OF APPLICANTS OR EMPLOYEES above.*

Signature

Date (mm/dd/yyyy)



## Heartland Lakes Community School

### APPLICANT/CONSUMER INFORMATION

Please print legibly. This information will be used for background screening purposes only and will not be used as hiring criteria.

Last Name		First	Middle
Other Names/Aliases			Date of Birth (mm/dd/yyyy)
Social Security Number	Driver's License Number	State Issued	Phone Number
Current Street Address			Current County
Current City	Current State	Current Zip	

**Please list all previous addresses within the last seven (7) years:** (attach a separate sheet if necessary)

Street Address	City/State/Zip	County	Dates of Residence
Street Address	City/State/Zip	County	Dates of Residence
Street Address	City/State/Zip	County	Dates of Residence
Street Address	City/State/Zip	County	Dates of Residence

*The above information is true and correct to the best of my knowledge. By signing below, I give The McDowell Agency, Inc. permission to perform an investigation into my background. If hired, this authorization is valid for the duration of my employment.*

Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

*By providing your email address, you are giving The McDowell Agency, Inc. permission to contact you in connection with your background check.*

Email address: \_\_\_\_\_