CONSUMER REPORT NOTICE

Durham Public Schools will conduct a criminal records check on you before finally approving your application for employment. Durham Public Schools also may conduct periodic criminal records check on you after you are hired. If Durham Public Schools obtains these reports from a credit reporting agency, the reports are considered consumer reports under the federal Fair Credit Reporting Act. You are entitled to receive a copy of any report before Durham Public Schools takes any action against you based on such a report. In order to be considered a candidate for permanent employment in Durham Public Schools, you must authorize the school system to obtain a criminal history report on you.

AUTHORIZATION

Please complete this form if you authorize Durham Public Schools to obtain a criminal record history report from a credit reporting agency, the North Carolina Bureau of Investigation, or other agency or source of information.

Name: _____
Last First Middle Maiden

Mailing Address _____
Street/Post Office Box

_____
City State Zip

Home phone: (_____)_____ Birth date: _____/_____/_____

Sex: _____ Race: _____ SS # _____-_____-_____

Driver's License # _____ from the state of _____

School Recommended: _____ Job Title: _____

List ALL STATES of residence (if not North Carolina):
(***If you resided in the state(s) of West Virginia, Louisiana, or California; Please provide street address(es***)):

_____ _____ _____

_____ _____ _____

List ALL COUNTIES of residence:

_____ _____ _____

_____ _____ _____

Persons who are offered employment with Durham Public Schools must meet the following conditions of employment in addition to the conditions of employment on the application:

- Employment with Durham Public Schools is conditional pending approval by Durham Public Schools Board of Education and completion of the criminal records check.
- Applicants and current employees shall notify Human Resource Services immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) except minor traffic violations.

I hereby expressly authorize Durham Public Schools to make any investigation of my personal or employment history, expressly including but not limited to, Federal and or State criminal, law enforcement or traffic records. I understand that Durham Public Schools also may conduct periodic and/or continuous criminal record checks on me after I am hired. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or government agency to give any personal information they may have regarding me.

I hereby waive any claim for damages or injury against Durham Public Schools or the provider of the report, except as provided by the Fair Credit Reporting Act and the N.C.G.S § 132 1.10.

Electronic signature: My typed name below shall have the same force and effect as my written signature.

Applicant's/Employee's Signature: _____ Date: _____