



Archdiocese of  
Atlanta

# Employment Applicant Notification & Authorization

This is used to inform you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency for the purpose of evaluating your qualifications for employment, promotion, reassignment or retention as an employee.

In addition to any criminal history this report may contain information relating to your character and general reputation through personal references. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

### To whom it may concern:

*I hereby authorize and request any present or former employer, school, police department, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment including consumer report information that may include motor vehicle records. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application, which I sign.*

*I have been given a copy of this form.*

Date:

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Print Name:

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Signature:

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Date of Birth (for identification purposes only):

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SS# (for identification purposes only):

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Name change/former name (through marriage or otherwise):

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