



Hello!

Thank you for your interest in volunteering for Hancock County Library System. We are very proud of our award-winning system and are so grateful for your desire to work with us. We want to ensure the best service possible for our communities that we can.

To aid in this process, HCLS Policy requires that we run a background screen on anyone who wishes to volunteer for our system over the age of 18. The background authorization form you have received should be returned to the Executive Director by mail or in person at:

John Brdecka, Executive Director
Bay St. Louis Library
312 US- 90
Bay. St. Louis, MS 39520

You may also choose to send the form by email to jbrdecka@hancock.lib.ms.us. Once the background screen is complete, your local library Branch Manager will contact you for the next steps in the process.

Again—we thank you for your desire to help us achieve our goal to provide the best service to our communities that we can.

If you have any questions, please feel free to contact me at the email address listed above or by phone at (228) 467-6836.

Thanks,

John Brdecka
Executive Director
Hancock County Library System

LABORCHEX INC.

AUTHORIZATION TO PROCURE A CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT

I HEREBY authorize [_____] or those authorized by them to procure consumer reports and/or investigative consumer reports on me in connection with my application for employment or any time during my employment, which shall be used solely for the purpose of evaluating me for employment, promotion, reassignment, or retention as an employee or as an independent contractor. I understand that reports may include information about my prior employment, D.O.T. commercial driver experience as outlined in Parts 382.413, 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations (FMCSRs), drug screening and testing, driving records, military record, education, credit worthiness and history, character, general reputation, criminal record, and mode of living, residency, general reputation, personal characteristics, performance, experience, reasons for termination of past employment and other qualities pertinent to my qualifications for employment.

I understand that this information may be obtained through a variety of sources, including, but not limited to, public records, educational institutions, financial institutions, credit bureaus, consumer reporting agencies, and personal interviews with my current and former employers, friends, neighbors and associates. I understand that upon written request to the Human Resources Manager, [_____] I will be informed whether an investigative consumer report was requested and given information as to the nature and scope of the investigation requested. I understand that upon written request to the Human Resources Manager, [_____], a copy of this Authorization will be provided to me. _____

Date: _____ Time: _____

Sign then Print Name

IDENTIFICATION INFORMATION: Other Names I Have Been Known By or Worked Under (for example, birth name; names by marriage, divorce, or adoption; or other name changes, etc.):

Race _____ Sex _____ Date of Birth _____ Social Security Number: _____

(Race, Sex, Date of Birth, Other Names and Social Security Number are used only for identification purposes to ensure accuracy of reports.)

CURRENT HOME ADDRESS: _____ CITY/STATE/ZIP: _____

PREVIOUS HOME ADDRESS: _____ CITY/STATE/ZIP _____

EXACT Name on DL: _____ Driver's License Number: _____ State: _____

LABORCHEX INC.
1929 Spillway Road, Suite D, Brandon, Mississippi 39048
Phone: 1.800.880.0366 Fax: 800.844.2722
<https://www.laborchex.com>

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Disclosure Statement

By this document [] discloses to you that a consumer report regarding your credit history, criminal history, employment drug testing and other background information and/or an investigative consumer report containing information as to your character general reputation, personal characteristics and/or mode of living may be obtained from consumer reporting agencies, personal interviews or other sources in connection with your application for employment or any time during your employment (including independent contractor assignments, as applicable). The information obtained shall be used solely for the purpose of evaluating you for employment, promotion, reassignment, or retention as an employee or independent contractor.

All terms are used as defined in the FCRA, 15 U.S.C. § 1681 et seq.