



**DISCLOSURE and AUTHORIZATION  
For Consumer Reports**

In connection with my application for employment (including contract or volunteer services), I understand consumer reports will be requested by **Putnam Museum & Science Center** (Company). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: driving record, judgments, criminal records, civil records, etc., from federal, state and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers, past or current neighbors and associates of mine, etc.) to gather information regarding my work performance, character, general reputation and personal characteristics and mode of living (lifestyle), may be obtained.

If I am hired, I understand that my employer can use this disclosure & authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service unless revoked in writing.

**Authorization**

I, \_\_\_\_\_, hereby authorize Inquirehire or its agents to prepare a consumer report or an investigative consumer report for the Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Inquirehire to procure such reports at any time during my employment, contract or volunteer period. I authorize without reservation, any person, business or agency contacted by Inquirehire to furnish the above mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to Inquirehire (contact information below) to obtain copies of any reports furnished to my employer or prospective employer by Inquirehire and to request the nature and substance of all information in its files on me at the time of my request, including the source of information. Inquirehire, on the Company’s behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). Inquirehire will also disclose the recipients of any such reports on me which Inquirehire has previously furnished within the two year period for employment request, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from Inquirehire. I understand that that I can dispute, at any time, any information that is inaccurate in any type of report directly with Inquirehire.

For **Minnesota and Oklahoma and California**, check here if you would like a copy of the consumer report.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

Under the Fair Credit Reporting Act, you are entitled to a copy of your report. Various states have similar requirements and if you would like to know individual state requirements, you can contact Inquirehire at 800-494-5922 or go to [www.inquirehire.com/resource/IndividualStaterights](http://www.inquirehire.com/resource/IndividualStaterights).



I am providing the following information for the preparation and proper verification of the consumer report.

Previous maiden name or other married name? Yes\_\_\_ No\_\_\_
If yes, list names and corresponding years.\_\_\_\_\_

Drivers License number: \_\_\_\_\_ State of issuance (DL): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

List all past counties of residence and corresponding years: (i.e. Scott, IA 2003 – 2013)
County \_\_\_\_\_ Years: From \_\_\_\_\_ through \_\_\_\_\_
County \_\_\_\_\_ Years: From \_\_\_\_\_ through \_\_\_\_\_
County \_\_\_\_\_ Years: From \_\_\_\_\_ through \_\_\_\_\_
County \_\_\_\_\_ Years: From \_\_\_\_\_ through \_\_\_\_\_

Current Address, City, State, & Zip
\_\_\_\_\_

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights
\_\_\_\_\_ (initials).

I hereby acknowledge that I have read and understand this document and authorize the obtaining the consumer report.

Signature \_\_\_\_\_ Date \_\_\_\_\_
Print Full Name - Include Middle Name (please print legibly)

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

\_\_\_\_\_
Parent/Guardian Signature if under 18

\_\_\_\_\_
Date

Inquirehire, Inc. 320 LeClaire Street, Davenport IA 52801 | 800-494-5922 or [inbox@inquirehire.com](mailto:inbox@inquirehire.com)
To view Inquirehire Privacy Policy: <http://www.inquirehire.com/misc/privacy.php>