



# **DISCLOSURE**

To the employment applicant/volunteer:

As part of our employment and volunteer screening and selection procedures, The City of Seaford requires that background investigations be conducted on all finalist candidates or volunteers. This investigation must be completed before an offer of employment can be extended or before a volunteer can assist with programs. The objectives of the background investigation are to verify information provided during the application and interviewing process and to help solidify a good job match.

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

