

# BACKGROUND CHECK INQUIRY RELEASE

In conjunction with my application for Temporary residence at RMHC of Western Montana. I understand that RMHC intends to hire Selection Management Systems, Inc. ("SMS") to obtain Consumer Reports and/or Investigative Consumer Reports (Reports) about me as defined in the federal Fair Credit Reporting Act ("FCRA"). These Reports may include information concerning my academic background, character, credentials, credit capacity, credit standing, credit-worthiness, general reputation, mode of living, personal characteristics, reasons for work termination, work experience, work habits and/or work performance. You may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record, and/or worker's compensation history.

I understand that RMHC may rely on the information contained in these Reports in determining whether to allow me to temporarily reside at RMHC. If RMHC contemplates making an adverse decision that will affect me based, in whole or in part, upon a Report obtained from SMS, RMHC will provide me with a copy of the Report and a written summary of my Consumer Rights under the FCRA before RMHC finalizes that decision.

I have read the above disclosure and I hereby authorize RMHC, SMS or its authorized agents to obtain the above-referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above-referenced knowledge or information they have concerning me. If I am permitted to reside temporarily at RMHC, this authorization shall remain on file and shall serve as an ongoing authorization for RMHC to obtain Reports about me from SMS at any time during my stay. A photocopy or facsimile of this authorization shall be as valid as the original and all disputes arising from any Report shall be brought only in the state or federal court in Hamilton County, Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION

PRINT NAME: \_\_\_\_\_ SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last Name First Name Middle Initial

PREVIOUS OR MAIDEN NAME (if applicable): \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

List of states and counties of residence, other than above, for the previous seven (7) years:

COUNTY \_\_\_\_\_ STATE \_\_\_\_\_; COUNTY \_\_\_\_\_ STATE \_\_\_\_\_; COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

### FOR IDENTIFICATION PURPOSES ONLY:

### Date of Birth: \_\_\_\_\_

*(RMHC understands that age is a protected characteristic and that any age-related information requested will not be used as the basis for any temporary residence decision.)*

#### Notice to Applicants living in CA, MN, NY or OK:

By checking this box, I request to receive a free copy of any Consumer Report ordered about me.

E-Mail address: \_\_\_\_\_ (By entering my e-mail address, I authorize SMS to deliver my Report via e-mail.)

#### Notice to California Residents:

As the applicant, under California Civil Code Section 1786.22, you may view the file maintained on you by SMS during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification to allow SMS to determine with reasonable certainty that you are the subject of the Report. SMS is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person also furnishes proper identification. The SMS Privacy Policy can be viewed at [www.SelectionManagementSystems.com/Privacy-Policy/](http://www.SelectionManagementSystems.com/Privacy-Policy/).

#### \*\*\*\* IF FAXING OR E-MAILING REQUEST, THIS SECTION MUST BE COMPLETED FOR PROCESSING \*\*\*\*

Customer Number \_\_\_\_\_ Location/Store Number \_\_\_\_\_ Date Submitted \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Position Applied For \_\_\_\_\_

Information Requested \_\_\_\_\_ Combined Report \_\_\_\_\_ Individual Reports \_\_\_\_\_

Criminal Convictions – County(s) and State(s) \_\_\_\_\_

Other \_\_\_\_\_