

Department:
Staff member requesting screening:

THE NYACK LIBRARY

EMPLOYMENT & VOLUNTEER ACKNOWLEDGMENT AND AUTHORIZATION FORM

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the "Disclosure Regarding Background Investigation" (back of this page), "A Summary of Your Rights under the Fair Credit Reporting Act" (attached), and "Article 23-A of the New York Correction Law" (attached). I certify that I have read and understand those documents. I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by The Nyack Library at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., another outside organization acting on behalf of The Nyack library and/or The Nyack Library itself. I agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original.

Applicant's Name: _____

Other Names Used: _____

Applicant's Address: _____

City / State / Zip: _____

Telephone Number: _____

Social Security Number: _____

Date of Birth: _____

NOTE: Date of Birth information is used **ONLY** by LexisNexis Screening Solutions for verification of identity and is not used for any purpose by the Employer.

Applicant's Signature: _____

Today's Date: _____

Parental or Guardian Signature (*if under 18*) _____

Today's Date: _____



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POLICY ON EMPLOYMENT & VOLUNTEER SCREENING

To help ensure that the individuals who seek employment or volunteer at The Nyack Library are qualified and that the Library maintains a safe and productive work environment, it is the Library's policy to perform comprehensive employment screening that includes written and signed applications, interviews, reference checks, national sex offender screening, social security verification, national criminal background checks and driving record searches. Additional checks such as credit record or education/ credential verification may be made for positions where it is job-related.

All applicants are asked to sign a release form authorizing the background checks. Any applicant who refuses to sign a release form will no longer be eligible for employment or to volunteer. If an applicant is denied employment in whole or in part because of information obtained in his/her background screening, the applicant will be informed in writing within 30 days and given the name, address and phone number of the screening provider to contact if s/ he has specific questions about the result of the screening or wants to dispute the accuracy of the information.

Upon adoption of this policy, current employees and volunteers will have background screening conducted per the Employment Screening Schedule, unless the screening had already been performed.

All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act (FCRA) and New York Correction Law Article 23-A. Any applicant who provides misleading, erroneous or willfully deceptive information to The Nyack Library on an employment application form, resume or in a selection interview, will immediately be eliminated for further consideration for employment.

Approved 2/11/13

Applicant Name

Signature

Date