
Bremen Public Schools

512 West Grant Street Bremen IN 46506 (574)546-3929 (p) (574) 546-6303 (f)

Mr. Russ Mikel, Superintendent

NOTICE REGARDING BACKGROUND INVESTIGATION

An investigative report including information concerning your police record, and motor vehicle record, may be obtained in connection with your application for and/or continued employment with Bremen Public Schools. **An investigative report may be obtained at any time during the application process or during your employment with Bremen Public Schools.** A report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Upon timely written request of Personnel Department of the Company, and within 5 days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the investigative report will be disclosed to you.

Before any adverse action is taken, based in whole or in part of the information contained in the investigative report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting act, as well as additional information on your rights under the law.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Bremen Public Schools to obtain an investigative report about me from a reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Bremen Public Schools. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle)

Date of Birth (MM/DD/YYYY)

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Social Security Number: _____

Signature

Date