



TOWN OF FRIDAY HARBOR
Post Office Box 219 • Friday Harbor, Washington 98250
(360) 378 – 2810 • FAX: (360) 378 – 5339 • www.fridayharbor.org

DISCLOSURE AND AUTHORIZATION FORM

The Town of Friday Harbor will procure an investigative report on you in connection with your employment application. A report will be obtained by the Sterling company. Sterling is located at 10220 SW Greenburg Road, Portland, OR 97223. They can be reached at 800-899-2272 or online at <https://www.sterlingcheck.com/>.

The report may contain information bearing on your character, general reputation, and personal characteristics. The types of information that may be obtained include but are not limited to Social Security number verification, criminal records checks, consumer credit reports, public court records checks, etc. The information contained in the report will be obtained from private and/or public record sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions, or other acquaintances.

The nature and scope of any investigative reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to Denice Kulseth, Town Administrator, PO Box 219, Friday Harbor, WA 98250.

The Town is furnishing you with a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission.

AUTHORIZATION		
Name (Last, First, Middle):		Date of Application:
Mailing Address:		Phone Number:
City:	State:	Zip:
Social Security No.:		Driver's License:
Professional License No.:	State:	Type:
FOR IDENTIFICATION PURPOSES ONLY		
Date of Birth:		Gender:
Other States Lived In:		
Other Names: (Maiden, Previous, etc.)		
<p>I have carefully read and understand this notice and authorization form. By my signature below, I consent to the release of any investigative reports to the Town of Friday Harbor.</p> <p>I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Town by me before, during, or after my employment may be utilized for the purpose of obtaining investigative reports.</p> <p>I understand that if the Town hires me it may request an investigative report about me, to the extent allowed by law, for employment related purposes during and after my employment. I understand that my consent will apply throughout and after my employment unless I revoke or cancel my consent by sending a signed letter to Denice Kulseth, Town Administrator, PO Box 219, Friday Harbor, WA 98250.</p>		
Signature:		Date: