

VOLUNTEERS OF AMERICA of NORTHERN NEW ENGLAND

Through Its agent

CORPORATE INTELLIGENCE

P.O. Box 7056 • Lewiston, Maine 04243-7056
Telephone (207) 783-0000 • FAX (207) 795-6004
www.KnowWhoYouHire.com

Disclosure To Release Information

“Consumer Report” as defined by F.C.R.A.

For Employment Purposes Only

VOLUNTEERS OF AMERICA OF NORTHERN NEW ENGLAND (the “Company”) may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the **VOLUNTEERS OF AMERICA OF NORTHERN NEW ENGLAND** throughout your employment.

Corporate Intelligence will obtain the reports for **VOLUNTEERS OF AMERICA OF NORTHERN NEW ENGLAND**. Corporate Intelligence is located in Lewiston, Maine and can be contacted at 800-818-8809. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

In the State of Maine you have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from **VOLUNTEERS OF AMERICA OF NORTHERN NEW ENGLAND**, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

You may request more information about the nature and scope of any investigative consumer reports by contacting **VOLUNTEERS OF AMERICA OF NORTHERN NEW ENGLAND** : Susan Kennedy, Senior Administrative Assistant, 14 Maine Street Suite 301, Brunswick, ME 04011, 207-373-1140. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

PRINT CLEARLY:

Applicant _____ **First Name** _____ **Middle Name** _____ **Last Name** _____

SIGNATURE: _____ **DATE** _____