

**CRIMINAL BACKGROUND RECORDS WAIVER OF LIABILITY, DISCLOSURE,  
AUTHORIZATION AND RELEASE**

CANDIDATES APPLYING OR VOLUNTEERING FOR, OR EXISTING EMPLOYEES, WORKING IN A POSITION REQUIRING A CRIMINAL BACKGROUND CHECK, COMPLETE THE FOLLOWING:

As part of the risk management process and pursuant to its policies, **Johnson County Park and Recreation District** (the "District") will perform checks of criminal history records on existing employees, individuals seeking employment with the District, including regular and seasonal new hires and volunteers, who will work with children, individuals with disabilities, and/or persons with frail and fragile physical circumstances or preconditions, or other circumstances as the District deems necessary. Such individuals will be required to maintain satisfactory criminal history records as a condition of employment. In addition, the District may periodically perform background checks randomly on employees who have been previously checked and who continue to be involved in a position with the District whereby District policy would require such background checks of such individual.

In consideration of my employment or volunteer eligibility (or continued employment or volunteer eligibility if I am currently an employee or volunteer) with the Johnson County Park and Recreation District, (Please Print) I, \_\_\_\_\_, hereby authorize and give consent for the District to obtain information pertaining to possible criminal history on myself. This includes the following:

- Criminal Background Records/Information
- Sex Offender Registry Information
- Addresses and Social Security Number Verification

I hereby release from liability and promise to hold harmless under any and all possible claims or causes of action (i) any and all persons or entities who shall furnish such information to the District, its officers, agents or employees, and (ii) the District, its officers, agents or employees for any statements, acts or omissions in the course of obtaining said information. Furthermore, I understand that this release is signed, free from duress, and with the full knowledge and understanding that any information obtained will be used in assessing my relative fitness for employment or volunteer eligibility with the District and that such information will be held in confidence in accordance with the organization's guidelines.

These records being checked are covered by the Fair Credit Reporting Act. The Fair Credit Reporting Act gives me specific rights in dealing with agencies that provide these reports to the District. Enclosed with this Release, Disclosure and Authorization is "A Summary of Your Rights Under The Fair Credit Reporting Act", including appeal procedures. Before making any adverse employment action which is based on the information received from a criminal background check, the District will notify me in writing and will provide me with a copy of the report and "A Summary of Your Rights Under The Fair Credit Reporting Act". **(Please Print)**

**Full Name:**

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Last
First
Middle

**Any Other Name Used:**

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**Social Security Number:**

**Date of Birth**

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**Current Address:**

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Street
City
State
Zip Code

**Drivers License Number:**

**State:**

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**District Work Location:**

**District Position:**

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**Supervisor's Name:**

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By my signature below, I hereby acknowledge the information outlined above and I also authorize Johnson County Park and Recreation District to obtain such records.

***(If a minor (under age 18), signature must be accompanied by parent's or legal guardian's signature.)***

Signature:

Date Signed:

Parent's or Legal Guardian's Signature (if required):

Date Signed:

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**PLEASE SEND COMPLETED FORM TO HR DEPT. DISTRICT ADMINISTRATION BUILDING,  
7900 RENNER ROAD, SHAWNEE MISSION, KANSAS 66219, 913-438-7275, fax: 913-894-3395**

**THIS SUMMARY MUST BE RETAINED BY INDIVIDUAL SIGNING  
DISCLOSURE & AUTHORIZATION FORM**

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that 1) you are unemployed and plan to seek employment within 60 days, 2) you are on welfare, or 3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven (7) years old; ten (10) years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or

prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

**The FCRA gives several different federal agencies authority to enforce the FCRA:**

For questions or concerns regarding CRAs, creditors and others not listed below:

Please contact:  
Federal Trade Commission  
Consumer Response Center - FCRA  
Washington, DC 20530  
(202) 326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name).  
Office of the Controller of the Currency/Compliance Management  
Mail Stop 6-6  
Washington, DC 20219  
(800) 613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks).  
Federal Reserve Board  
Consumer and Community Affairs  
Washington, DC 20551  
(202) 452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B" appear in federal institution's name).  
Office of Thrift Supervision  
Consumer Programs  
Washington, DC 20552  
(800) 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name).  
National Credit Union Admin.  
1775 Duke St.  
Alexandria, VA 22314  
(703) 513-6360

State chartered banks that are not members of the Federal Reserve System.  
Federal Deposit Insurance Corp.  
Div. of Compliance & Consumer Affairs  
Washington, DC 20429  
(800) 934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission.  
Dept. of Transportation  
Office of Financial Management  
Washington, DC 20590  
(202) 366-1306

Activities subject to the Packers and Stockyards Act. 1921.  
Dept. of Agriculture  
Office of Deputy Administrator  
GIPSA  
Washington, DC 20250  
(202) 720-7051