

Disclosure and Authorization Form

FCRA employment disclosure and authorization | Final specimen

<https://www.editfast.com/editing-services/security-and-investigation/background-screening/>

A one-page form reduced to the two things the employer's own procedure allows on it.

FINAL TEXT

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

Wrenfield Logistics Inc. (fictitious) - Form HR-22

EXTRACT FROM THE EMPLOYER'S HIRING PROCEDURE (reproduced unchanged in both panels)

HP-4.1 Form HR-22 carries two elements and no others: the disclosure that a consumer report may be obtained for employment purposes, and the applicant's written authorization.

HP-4.2 State-specific notices are issued on Form HR-23, separately from HR-22.

HP-4.4 The summary of rights and any pre-adverse action material are sent later, with the copy of the report.

HP-4.6 Every sentence on a hiring form is a complete sentence.

HP-4.8 Body type on hiring forms is set no smaller than 10 point.

HP-4.9 A signature line on a hiring form is accompanied by a printed name.

FORM HR-22 - DISCLOSURE AND AUTHORIZATION

Set in 10 point type (HP-4.8). State notices are on Form HR-23 (HP-4.2).

Disclosure

Wrenfield Logistics Inc. may obtain a consumer report about you for employment purposes.

Authorization I authorize Wrenfield Logistics Inc. to obtain a consumer report about me for employment purposes.

Signature _____ Printed name _____ Date _____