



Borough of Greencastle

60 NORTH WASHINGTON STREET · GREENCASTLE, PENNSYLVANIA 17225-1230 · PHONE (717) 597-7143 · FAX (717) 597-1022

FAIR CREDIT REPORTING ACT AUTHORIZATION

PLEASE TAKE NOTICE that one or more consumer credit reports pertaining to you may be obtained pursuant to the Fair Credit Reporting Act, as amended, 15 U.S.C. § 1681 *et seq.* The information contained in your consumer credit reports may be used for making decisions related to your employment. Should a decision to take any adverse action against you be made, based either in whole or in part on the consumer credit report, you will be provided with a notice that includes a copy of the consumer report relied on to make the decision and a summary of your rights under the Fair Credit Reporting Act.

By signing below, you authorize the Borough Manager of the Borough of Greencastle or their designee to obtain one or more consumer credit reports pertaining to you from consumer reporting agencies for employment purposes at any time prior to making an employment decision or at any time during your probationary period at intervals deemed appropriate by the Borough Manager or their designee's sole discretion. You also confirm that you understand that information contained in those records may be used by the Borough of Greencastle for employment purposes, and you agree to permit Borough of Greencastle to use those records for such employment purposes.

Authorization:

Pursuant to the federal Fair Credit Reporting Act, I authorize the complete release of my consumer report to the Borough of Greencastle. I understand that, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of my rights will be provided to me.

Print Name

Signature

Social Security Number
(for identification purposes only)

Date