

**Below is a legally required consumer notice for your information:
please retain it for your personal files.**

Notice to Employee or Employment Applicant Regarding Background Investigations

In conjunction with your application for becoming an employee (or your continuing to serve in an employment capacity) at First Presbyterian Church of Conroe (FPCC), notice is being given to you through this document that a consumer report and / or investigative consumer report may be obtained from a consumer reporting agency for employment or continuing employment purposes. Thus, you may be the subject of a “consumer report” and /or “investigative consumer report” as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681). These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, driving and/or motor vehicle records, social security verification, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting FPCC at 936-756-8884 and the consumer agency that provided the report.

Instructions to FPCC representative: Give a copy of this notice to any applicant or current employee for whom FPCC does not have a signed and dated ongoing background investigation authorization form in the file, and for whom such documentation is required. Do not put any other document on this page or combine this page with any other document. Next, provide the candidate or current employee with the background investigation authorization form (F-070204 the *Confidential Information Form: Consent to Procure a Consumer Credit Report & Release of Information for Employment Purposes*) to complete and directly return to the Church Administrator.