



# MIND YOUR BUSINESS

Pre-Employment Background and EEO Investigation Services

## DISCLOSURE

As part of the process of determining your eligibility for employment and, in the event you are hired, your continued employment with **MANNA FoodBank & Morrow Insurance**, **MANNA FoodBank & Morrow Insurance** may conduct an investigation of your background by obtaining a consumer report or investigative consumer report relating to you from a consumer reporting agency of its choice. The report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, education, employment history, criminal history, motor vehicle history, workers compensation history or mode of living.

No consumer report will be used in violation of any federal or state equal employment opportunity law or regulation. I acknowledge receipt of a copy of my rights under the Fair Credit Reporting Act. If **MANNA FoodBank & Morrow Insurance** intends to take any adverse action based in whole or in part on information contained in a consumer report, you will be provided with an additional copy of the report and a description of your rights under the Fair Credit Reporting Act.

To assist **MANNA FoodBank** in obtaining a consumer report, the following information is provided:

**MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box .**

Full Name (Printed) \_\_\_\_\_  
First Middle Last Maiden/Other

Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete Residence Address \_\_\_\_\_  
Street Number/ PO Box Street Name

City State Zip Code County

Date of Birth\* \_\_\_\_\_ Social Security Number \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_  
(\*You may elect to call MYB directly at (888) 758-3776 with this information)

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

### **Please list all additional residences that you have resided in during the past 7 years:**

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County

\*This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.



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## **AUTHORIZATION**

I hereby authorize *MANNA FoodBank & Morrow Insurance* to make an independent investigation of my background by obtaining a consumer report relating to me from *Mind Your Business, Inc. ("MYB")*. I understand and agree that the information contained in any consumer report will be used to determine eligibility for employment and, if I am hired, my eligibility for continued employment, and that action may be taken by *MANNA FoodBank and/or Morrow Insurance* based on this information.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to *MANNA FoodBank & Morrow Insurance*, by and through *MYB*, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources, *including alcohol and controlled substance information from previous employers*.

Full Name (Printed) \_\_\_\_\_  
First Middle Last Maiden/Other

Signature \_\_\_\_\_ Date \_\_\_\_\_