

BACKGROUND REQUEST/PMO CONSENT FORM

BACKGROUND VERIFICATION DISCLOSURE

As part of the employment process, the Marine Corps Community Services (MCCS) may obtain a Criminal Record Check and/or an investigative Consumer Report. The Fair Credit Reporting Act, codified at 15 U.S.C. sec. 1681 et. seq., as amended by the Fair and Accurate Credit Transactions Act of 2003, Pub. L. No. 108-159, requires that we advise you, that for purposes of employment only, a Consumer Report may be made. This report may include information about your character, general reputation, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided in the event that the report contains information regarding your character, general reputation, personal characteristics, or mode of living.

AUTHORIZATION AND RELEASE

During the application process, and at the time during any subsequent employment, I hereby authorize GIS, on behalf of the Marine Corps Community Services, to procure a Consumer Report, which I understand may include information regarding my character, general information, personal characteristics, or mode of living. This report may be compiled with information from court record repositories, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entries, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics, or mode of living.

PRIVACY ACT INFORMATION

This form requests certain information pursuant to the Authority of 5 U.S. Code, Section 301, and Executive Order 9397 of 22 November 1943. Submission of the information required by this form is voluntary. If an applicant fails to furnish information requested on this form sufficient to conduct a background investigation and make a determination as to your suitability for employment, your employment application will not be processed. Applicants must provide a Social Security Number (SSN) in order to identify them for personnel record keeping purposes because other people may have the same name and birth date. The SSN may also be used to make requests for information about applicants from employers, schools, banks and other/references, but only as allowed by law. The information we collect by using a SSN will be used for employment purposes and for studies and statistics that will not identify the applicant. Information provided on the form may also be given to federal, state, and other local agencies for checking on law violations or for other lawful purposes. If a background investigation reveals unfavorable information, the application may be disqualified or if relevant to an employee, may result in termination. ROUTINE USE(S): The Department of the Navy Blanket Routine Uses posted at http://www.privacy.navy.mil/ apply.

PRINT LEGIBLY & COMPLETE ENTIRELY

Position Applied For Signature of Applicant Date
Former MCCS/ Federal/Govt. Employee or Military? Yes No

Applicant's Name: Last First Full Middle Maiden

Date of Birth: SSN:

City/State of Birth: County: Country:

Current Address:

Street City State Zip
Please list any other address you may have had in the last seven (7) years:

Street City State Zip

Street City State Zip

Street City State Zip

Driver License Number: State Issued: DoD ID#:

Email Address: Phone Number:

INTERNAL USE ONLY

GIS Case #: Start: Complete: New Hire: Rehire:

Job Code: Dept ID: Position#: Unit: Hire Date:

PMO USE ONLY

Derogatory information on applicant: YES NO Call PMO at extension:

PNG Listing: Is applicant identified on PNG List? YES NO

Date Received: Date returned to MCCS:

Processed By (Name and Rank):