



# BACKGROUND WAIVERS



**\*Important-Please download these forms and save them to your desktop before working on them.**

The following (attached) waivers must be signed and uploaded into the portal. Failure to submit the documents in a timely manner **may** result in a delay starting your background investigation. If you are experiencing a delay with any of the documents, please submit a written explanation via email to [Admin@FDbackgrounds.com](mailto:Admin@FDbackgrounds.com)

1. A signed **ADVISEMENT TO CANDIDATE REGARDING FALSE STATEMENTS**
2. A signed **INFORMED CONSENT RELEASE AND HOLD HARMLESS**
3. A signed **FCRA Letter**
4. A signed and notarized **AUTHORIZATION TO RELEASE INFORMATION**

**\*ONLINE NOTARY SERVICE-** As a courtesy, the background portal provides a link to get your **Release of Information** waiver notarized online. You will need a video connection and your drivers license to complete the notary online. (We provide this link as a convenience, and we are not affiliated with this service. Documents can be taken to a notary of your choice instead of using the online service.)

**Please save the documents to computer desktop before filling them out. You will need Adobe Acrobat to fill in the documents, and to sign them online.**

**The signature function will work after your PDF is saved and on your computer and reopened**



ADVISEMENT TO CANDIDATE  
REGARDING FALSE STATEMENTS

ADVISEMENT TO CANDIDATE REGARDING FALSE STATEMENTS



[Redacted area]

Candidate Name

The overall purpose of the pre-employment background investigation is to verify that your application and any statements you have made to your prospective employer concerning your qualifications are true.

The courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, state law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust.

Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. We will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job, or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

CERTIFICATION

*I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name



AUTHORIZATION / ADVISEMENT  
INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR  
CONFIDENTIALITY OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION

I fully recognize that under CFD policy, individuals must clearly demonstrate their personal, medical, and /or psychological fitness to serve in the position of a firefighter. I further recognize CFD must make reasonable efforts to ensure that any person employed as a firefighter will conform to the standards required by policy and the law.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness. I also understand information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis, which means I will not be permitted to access or review information communicated by those persons or organizations about my suitability for firefighter employment. I also understand, and authorize, this background investigation to be conducted by the Caledonia Fire Department in part, or in its entirety.

I further recognize that although some of the information contained in the background investigative report is a matter of public record, or may otherwise be accessible to me, this information may be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have been informed that because this background investigation is mandated by law, responses from persons contacted, whether solicited or unsolicited, will not be shared with me. Those persons must be able to communicate freely and openly with a background investigator about my qualifications and suitability for fire department employment without fear that their statements subject them to liability or become known to me.

Therefore, I exonerate, release, and discharge the Village of Caledonia, person and all entities contacted by my prospective employer, together with my prospective employer, and their officers, agents, or assigns, from any claim for liability or damages of any kind, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their communications about my suitability for employment, and for any refusal to make available to me any and all confidential information contained in this pre-employment investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person, and from any other compliance with this authorization or attempts to comply with it successful manner.

CERTIFICATION

*I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name



ADVISEMENT TO CANDIDATE

**REGARDING CREDIT / CONSUMER REPORT INFORMATION FOR EMPLOYMENT PURPOSES**

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) requires that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision. In some cases, an evaluation of your financial history is mandated by law or by policy of your prospective employer.

You are hereby notified that the Village of Caledonia Fire Department intends to use credit data as **part** of its decision-making process for the position for which you have applied.

1. A credit and/or consumer report will be obtained during the pre-employment background investigations
2. Your consent is required for reports that are provided to employers or that contain medical information;
3. You can find out what is in your file, although some information, such as "risk sources" or "credit scores" may be lawfully withheld; by contacting the credit reporting agency (CRA)
4. You can dispute inaccurate information directly with the CRA
5. Inaccurate information must be corrected or deleted by the CRA
7. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
8. You may choose to exclude your name from the CRA list for unsolicited credit and insurance offers;
9. You may seek damages from the CRA for FCRA violations
10. The complete text of this act may be found at [www.ftc.gov](http://www.ftc.gov).

**CERTIFICATION:** I certify that the Caledonia Fire Department has my consent to obtain a copy of my credit report for the limited purpose of my pre-employment background investigation; that I will be furnished with the name, address, and telephone number of the CRA upon written request and that I have been informed that I can receive a copy of my credit report from the CRA by contacting the CRA directly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## Important Message



The following waiver needs to be notarized by a notary public. This waiver will be provided to previous, and current employers, as an authorization from you to release information about your employment.

As a courtesy, we have provided a link to an online notary public service so this can be done directly from your computer. The link can be found in the upper right corner of the portal. You will need a laptop or desktop with a camera connection.

If you prefer to take the form to a notary public, you can simply print the form and take it to a notary public of your choice.

Please note- regardless of which method you choose, please do not sign the waiver until told to do so by the notary public. It must be done in their presence. You will need a valid government ID for either method.

If you have any questions, please feel free to contact us for assistance.



RELEASE AUTHORIZATION

**EMPLOYMENT INFORMATION – FIREFIGHTER/ PUBLIC SAFETY OFFICER**

**AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT**

The Village of Caledonia Fire Department requires that all candidates be of good moral character, as determined by a thorough background investigation.

As a candidate for a position with the Caledonia Fire Department, I am required to furnish information for use in determining my qualifications. I accordingly authorize, 420 days from the date I sign this release and waiver, any authorized representative of my prospective employer bearing this release or any copy thereof, to obtain any and all information you have concerning me, including but not limited to, information pertaining to my employment, job applications, performance evaluations, attendance records, disciplinary actions, eligibility for rehire, other information relevant to my suitability for firefighter employment, including any and all files otherwise deemed confidential or privileged, including any and all materials that have been sealed by agreement, court order, or otherwise, including, but not limited to, disciplinary matters. I acknowledge and understand that when my prior employers, or other persons, provide information to my prospective employer in order for my prospective employer to determine suitability for firefighter employment, that the disclosure of information by my prior employer or other persons to my prospective employer is confidential.

I further understand that firefighters, when seeking employment with other department or agency employing in the state, are required to give written permission to the hiring department or agency to review his or her general personnel file or any other separate file designated by his or her agency, including investigations of misconduct. I hereby acknowledge and understand that certain records or information contained in any of the files, materials or information that may be disclosed to my prospective employer pursuant to this release may be considered confidential and therefore potentially otherwise subject to discovery or disclosure only pursuant to a court motion. I agree that if I am hired, I may choose to have information gathered during the background investigation remain confidential and not become part of my general personnel file.

I hereby release, discharge, and exonerate the Caledonia Fire Department and/or any person furnishing information pursuant to this release, including their agents and representatives, from liability or damages of any kind arising out of the furnishing and/or inspection of records in compliance with this authorization and request to release information. I hereby waive any and all right and/or opportunity to review, inspect and/or obtain the background investigation report and/or any information provided during the background investigation.

It is further understood, acknowledged, and agreed to, that any information secured pursuant to the statutorily required background investigation, which would negatively reflect on my fitness for duty, may be furnished to my current fire department employer or third parties as may be deemed necessary in the course of fulfilling its official responsibilities.

This release shall be binding on my legal representatives, heirs, and assigns.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness accuracy or validity of that document.

State of \_\_\_\_\_  
County of \_\_\_\_\_

Name

Subscribed and sworn (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (Signature) \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person who appeared before me.



Notary Signature

Notary Seal

The authorization to release records is valid for 120 days from the date of signature.