DISCLOSURE AND RELEASE FORM
EMPLOYEE DRIVING RECORD INFORMATION

1. In connection with my employment (or my application for employment), I hereby give permission to City of Sunbury, (hereinafter referred to as Employer) to obtain my state driving record (also known as my motor vehicle record or MVR)

2. I acknowledge and understand that my driving record is a consumer report that contains public record information.

3. I authorize, without reservation, any party or agency contact by Employer, to furnish the above-mentioned information.

4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.

5. This Authorization shall remain on file by Employer for the duration of my employment, and will serve as on-going authorization for Employer to procure my state driving record at any time during my employment period.

6. I understand that Employer may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:

   - Employer must notify me in writing of any such adverse action

   - I have the right to receive a copy of the driving record upon which the adverse action as based

   - I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address and phone number of the consumer reporting agency that provided my driving record to Employer

   - I have the right to obtain a free copy of my driving record from the agency that provided it, if such request is made within 60 days from the date that Employer took adverse action

   - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected

_____   _____

Applicant/Employee Name (print)   Date

_____   _____

Applicant/Employee Signature and Driver's License #   Date of Birth

Job description/driving record information