



# Shoreline Fire Department

*Dedicated to the Protection of Life and Property*

**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Ken Callahan      Rod Heivillin  
Jim Fisher         Jon Kennison  
David Harris

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

FOR APPLICABLE PRE-EMPLOYMENT SCREENING (including COMPREHENSIVE BACKGROUND CHECK, DRIVING ABSTRACT, REFERENCE, AND ON-SITE VISIT)

(This form is to be filled out separate from the employment application)

Applicant Name: _____ / _____ / _____			
Last	First	Middle	
List additional AKA names using in the last 7 years: _____			
Date of Birth: _____ / _____ / _____		Social Security # _____ - _____ - _____	
Drivers License #: _____		State Issued: _____	Expires: _____ / _____ / _____
Current Address: _____			
(Complete Street Address)		City	State      Zip Code
Previous Address: _____			
(Complete Street Address)		City	State      Zip Code

I hereby give the Shoreline Fire Department and/or its designees permission and authority to conduct a pre-employment and/or continued employment background investigation and reference check concerning past and present activities. I agree and consent to any investigation the Shoreline Fire Department and/or any of its designees may make including, but not limited to, information as to my personal character, general reputation, former employment, education, credit history, driving record, social security wage information, criminal history and other information contained in public records or obtainable from former employers or other references, business or personal.

I hereby consent, authorize and request any former employers, personal references, schools, police, court and personal credit agencies and any other person to respond to verbal or written inquiries from the Shoreline Fire Department and/or its designees and to disclose information concerning:

- a. My previous employment record, including but not limited to positions held, dates of employment, last pay rate, work performance, disciplinary records, reliability and incidents of dishonesty, insubordination, violence, and/or unsafe, harmful or threatening behavior, or other relevant information in my personnel files;
- b. My educational records from any and all public or private educational institutions that I have attended including all records of my academic performance, courses attended, grades earned, diplomas, degrees, other certifications earned, or other relevant information
- c. My general background. I specifically request, authorize and consent to the Employer's verbal or written inquiries of personal references about the information contained in my application, as well as my reliability, honesty, and potential tendency, if any, to engage in any form of violence, and/or unsafe, harmful or threatening behavior, or other relevant information;
- d. My professional or vocational license or certification that I may have held in the past or may currently hold, including, but not limited to information concerning whether such license or certification is in good standing and any disciplinary or other proceedings concerning such license or certification, or other relevant information;
- e. Whether I have a record of criminal convictions, and, if so, the nature of such criminal convictions and all surrounding convictions available through lawful means. The Employer has advised me that its criminal background check will focus on convictions and that a criminal record will not be necessarily disqualify me from employment;

f. ~~My credit history. I understand that the results of a background check of my credit record may be used as a part of the evaluation of my application and that both written and verbal reports will be obtained from the reporting service. I also understand that I can receive such information by making a written request to the Credit Reporting Agency (CRA) should adverse action be taken against you. To receive such information or access my records, I realize that I must submit proper identification with my request. The Employer will not deny employment solely on the basis that an applicant has filed bankruptcy.~~ **NOT APPLICABLE TO THIS AUTHORIZATION.**

I am aware that the result of any background investigation performed by the Shoreline Fire Department and/or its designees is not the sole criteria used by the Shoreline Fire Department to make a decision to hire any individual, including me. I am aware that any falsification or misrepresentation of information appearing on my application for employment shall be grounds for termination or not being hired.

I hereby release all persons, companies, corporations or individuals from all liability and responsibility that may result from providing the Shoreline Fire Department and/or its designees the information set out herein, including but not limited to, any claims whatsoever or defamation, fraud, misrepresentation, intentional or negligent interference with prospective business relations or contract, breach of contract (including settlement agreement), negligent or intentional infliction of emotional distress, employment discrimination, violation of public policy, and any other potential claims, demands, damages, liabilities and/or its actions of any kind whatsoever, whether known or unknown to me, by signing this document. The venue for any legal action or proceedings related to this transaction, or breach of contract, or default, whether a lawsuit is filed or not, shall be properly laid in King County, Washington.

I have carefully read the **Authorization for Release of Personal Information** form and have voluntarily agreed to assist the Employer in evaluation my qualifications for employment and in meeting hiring goals. I understand that a **BIRTHDATE IS NECESSARY TO VERIFY PUBLIC RECORD INFORMATION AND/OR DRIVING HISTORY. THE FEDERAL AGE DISCRIMINATION ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE.** I additionally agree to fully cooperate with the Employer in permitting the release of the above information and reports.

Finally, I understand that the information generated, received or maintained during or as a result of the investigation, will be treated as confidential information, and that if denied employment and a credit report review was conducted, the Employer will release such information to me upon my written request as required by the Fair Credit Reporting Act (FCRA).

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I have read and fully understand the contents of this Authorization for Release of Personal Information

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date