

**NOTIFICATION AND AUTHORIZATION TO OBTAIN
CONSUMER REPORTS AND INVESTIGATIVE CONSUMER REPORTS**

Date: _____

To: All Applicants

From: The Chicago Zoological Society
Human Resources Department

This is to notify you that, in connection with your application for employment, volunteer assignment, or internship, and at any time during your employment or volunteer or internship assignment, the Chicago Zoological Society may request a consumer report and/or an investigative consumer report from a consumer reporting agency in order to obtain information about you for employment purposes, including consideration for an internship or volunteer assignment. The report may include written, oral and other information provided by a consumer reporting agency about your character, general reputation, personal characteristics and/or mode of living, which will be used (or expected to be used) in making employment, internship, and volunteer assignment decisions.

If an investigative consumer report is ordered and you provide us with a written request, we will advise you of the nature and scope of the information requested no later than five days after receipt of your written request or five days after the information is requested, whichever is later.

Your employment or assignment is contingent upon your signing this document acknowledging your authorization to obtain such reports. A copy of this Notification and Authorization will be maintained on file. You should keep a copy for your records.

By signing below, you authorize the Chicago Zoological Society to obtain a consumer or an investigative consumer report from any consumer reporting agency in order to obtain information about you for employment purposes.

Signed: _____

Print Name

Date: _____

**AUTHORIZATION TO OBTAIN CONSUMER CREDIT REPORT
AND/OR INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

I, _____, confirm that I have received notification that the Chicago Zoological Society may request a consumer report and/or an investigative consumer report, which may include a credit check, upon my employment and at any time during my employment, and I hereby authorize the Chicago Zoological Society to obtain a consumer report and/or an investigative consumer report from any consumer reporting agency in order to obtain information about me for employment purposes.

Signature: _____
Print Name: _____
Date: _____, 20__

