

Notification to Applicant

All appointments by the Board of Pilot Commissioners for the Port of Corpus Christi Authority (“Pilot Board”) are contingent upon acceptable results of a background check. Background checks are conducted by or on behalf of the Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority (“Application Review Committee”) for all Deputy Pilot applicants. Background checks will include the investigation of certain applicant information, including, without limitation: social security verification, prior employment verification and related prior employer information, conferring with personal references as provided by applicant, verification of applicant’s educational history, review of applicant’s state motor vehicle records, and an investigation of applicant’s criminal history, if any, (including, without limitation, reviewing any criminal convictions and probations). The following factors will be considered for applicants having a criminal history:

- The nature of any conviction of a crime and its relationship to the position.
- The period of time since any conviction.
- The number (if more than one) of any convictions.
- Whether the applicant would pose an unreasonable risk to the Port of Corpus Christi, its employees, customers, vendors, or the general public.

Authorization by Applicant

I, \_\_\_\_\_, am an Applicant for Deputy Branch Pilot with Aransas-Corpus Christi Pilots, and have been advised that as a condition of the application process, that the Port of Corpus Christi Authority will conduct (or will cause to be conducted) a background check, including a criminal background check. I also understand that I may withhold my permission to perform a background check, and that, in such a case, no investigation or background check will be conducted, and my application for Deputy Branch Pilot will not be maintained or processed further.

I, \_\_\_\_\_, hereby voluntarily authorize and consent to the Application Review Committee’s investigation of my background and qualifications for purposes of evaluating whether I am qualified to serve as Deputy Branch Pilot, including investigating such information and references as set forth in my application and such other information as deemed applicable by the Application Review Committee, whether online, maintained by governmental agencies or bodies, former employers or other parties. I understand that the Application Review Committee may utilize law enforcement agencies and/or private organizations to assist it in conducting such background checks and reviewing and investigating such information, and I specifically and voluntarily authorize and consent to such an investigation by those information services and outside entities chosen by the Application Review Committee. I also am aware that the results of a background check may be used to assess, among other items, my trustworthiness and my ability to perform the duties of Deputy Branch Pilot in a manner which is safe for the Port of Corpus Christi, its employees, and the public.

The Application Review Committee has informed me that I may have the right to review and challenge certain negative information that would adversely impact a decision to offer appointment. In addition, I have been informed that I may have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Application Review Committee. Under the Fair Credit Reporting Act, I have been advised that, upon request, I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

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

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