

PRIVACY ACT STATEMENT

Under the authority of 5 U.S. Code, Section 301 and Executive Order 9397 of 22 Nov 43, information regarding personal identification (including, but not limited to, name, address, telephone number, social security number, next of kin, etc.) is requested in connection with application for employment and/or employee personnel actions related to MCCS, such as, but not limited to, leave requests, participation in employee benefit plans, identification card, etc.

The information, as applicable to the various actions, will become a permanent part of the records in the Human Resources office. The information furnished will be used for identification and, except as required in connection with income tax reporting and/or participation in the insured employee benefits plans, will not be divulged without your written authorization to anyone other than personnel involved with management and the required/related bookkeeping and accounting records.

Providing the information prescribed for the employee/employer transactions is mandatory. Failure to provide the information could result in inability to accept you for employment.

A COPY OF THE PRIVACY ACT STATEMENT IS AVAILABLE UPON REQUEST.

I have read and understand the above policy statement and I understand that this applies to me.

Signature

Date

Print Name