

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

_____ (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report.” The consumer report may contain information regarding your criminal history and/or motor vehicle records (“driving records”), and may also contain other background information about you. As such, the consumer report may bear upon your character, general reputation, personal characteristics, and/or mode of living.

BACKGROUND CHECK INFORMATION AND AUTHORIZATION

| | | | | |
|------------------------------------|-------|-------------------------------|---|---------------------------------------|
| _____ | _____ | _____ | _____-_____-_____ Social Security Number | ____/____/____ Date of Birth mm/dd |
| Other Name(s) Maiden/Married _____ | | Driver's License Number _____ | | State _____ |
| Email Address _____ | | | | |

| | | |
|---|----------------------------|----------------|
| RESIDENCES (Starting with current) | | |
| Street Address _____ | City/State _____ Zip _____ | How Long? ____ |
| Street Address _____ | City/State _____ Zip _____ | How Long? ____ |

| CURRENT EMPLOYER | CITY/STATE/ZIP | PHONE # | POSITION | MAY WE CONTACT CURRENT EMPLOYER? |
|------------------|----------------|---------|----------|---|
| | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |

| PREVIOUS EMPLOYMENT | CITY/STATE/ZIP | PHONE # | POSITION | DATE OF EMP. |
|---------------------|----------------|---------|----------|--------------|
| | | | | |
| | | | | |
| | | | | |

| SCHOOL(S) ATTENDED | NAME OF SCHOOL | CITY/STATE | DATES ATTENDED | YEAR GRADUATED |
|--------------------|----------------|------------|----------------|----------------|
| High School | | | Not applicable | Not applicable |
| College | | | | |
| Other | | | | |

The following information is used for identification and statistical purposes. It is not used in any manner considered discriminatory under EEOC guidelines.

| | | | |
|------------------------------|------------|-----------|-----------------|
| Date of Birth ____/____/____ | Race _____ | Sex _____ | Telephone _____ |
|------------------------------|------------|-----------|-----------------|

Signature

Date Signed

**ACKNOWLEDGEMENT AND AUTHORIZATION REGARDING BACKGROUND
INVESTIGATION**

I acknowledge receipt of the following documents: DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, and ADDITIONAL STATE LAW NOTICES. I certify that I have read and understand those documents.

I hereby authorize the obtaining of "consumer reports" about me by _____ ("Company") at any time during the hiring process and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information.

I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma Applicants or Employees ONLY: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California Applicants or Employees ONLY: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW, and consent to the Company receiving "Investigative Consumer Reports" (as that phrase is defined by California law). Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Printed Name (First, Middle, Last): _____

Signature: _____

Date: _____

ADDITIONAL STATE LAW NOTICES

If you live in, work in, or are seeking work for _____ (“the Company”) in Massachusetts, Minnesota, or New York, please note:

MASSACHUSETTS APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any report requested by the Company by contacting the consumer reporting agency.

MINNESOTA APPLICANTS/EMPLOYEES: You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report by contacting the consumer reporting agency. The consumer reporting agency must make this disclosure within five days of receipt of your request or of Company’s request for the report, whichever is later.

NEW YORK APPLICANTS/EMPLOYEES: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the consumer reporting agency. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

You are welcome to use this background check and authorization form for your employment screening. Please note that, while it was developed with the aid of legal counsel, we are not lawyers and do not certify that this document will serve the needs of your organization. State and local laws vary. We recommend that you have your own lawyer review the forms you use.

It is important that you keep each element of this document on separate pages. You must edit this document to use your company’s name, and may edit it in other ways if you choose.

We require at a minimum full name (including middle initial) and date of birth. Social security number is strongly recommended for all searches and required for any on-site search. You must also have the current residence and e-mail address of your applicant available so that we are able to send required notice letters.

In using this form you agree to indemnify and hold harmless the Company and its officers, directors, and employees for any claim for damages resulting thereto (including attorney’s fees and expenses incurred by the Company in defending any claim for damages).