



## **DISCLOSURE CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because your employer may request consumer reports or investigative consumer reports in connection with your application for employment, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. Additionally, in the event that claims or disputes between you and your employer are filed with any third parties, your employer may request consumer reports or investigative consumer reports for purposes of suitability for employment.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to reports about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may also contain information regarding your credit history, criminal records checks, workers compensation reports, court records checks, driving records, and/or summaries of educational and employment records and histories, or other background related checks.

The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Creative Security/WorldWide Backgrounds at Tel. (408) 295-2600, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.



**AUTHORIZATION CONSENT FOR BACKGROUND INVESTIGATION**

I have carefully read and understand this notice and authorization form and by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to my employer, (1) in conjunction with my application for employment, or (2) during the entire course of my employment. I further understand that any and all information contained in my job application or otherwise disclosed to my employer, by me before or during my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by my employer and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment. If employed, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by my employer.

I understand that the release of consumer reports to which I am consenting will be considered for employment purposes. The source of this report is Creative Security Company, Inc. located at 150 S. Autumn St, San Jose, California. Their phone is (408) 295-2600. Fax (408) 295-6717. Information regarding CSC's Information Management Privacy Practices can be viewed at [www.worldwidebackgrounds.com](http://www.worldwidebackgrounds.com).

***Check box is for California, Minnesota, and Oklahoma applicants only.***

By checking this box, I request a copy of the consumer report.

_____	_____	_____	_____	_____
(First)	(MI)	(Last)	(SSN)	(DOB) (MM/DD/YYYY)
_____			_____	
(Address)			(City, State and Zip Code)	
_____	_____	_____	_____	_____
(Signature)	(Date)	(Driver's License Number)	(State)	



## **CALIFORNIA STATE DISCLOSURE**

I understand that California Civil Code 1786.22 also provides for the following provisions:

### **If employed in California**

(a) *An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.*

(b) *Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:*

*(1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.*

*(2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.*

*(3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.*

(c) *The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.*

(d) *The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.*

(e) *The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.*

(f) *The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.*