



## BACKGROUND CHECK DISCLOSURE

This disclosure shall serve as notification that \_\_\_\_\_ (the "Company") may request a consumer report or investigative consumer report on you in connection with your application for employment. If hired, or if you already work for the Company, additional reports, consistent with current or future job description, may be requested on you to determine your suitability for continued employment.

Consumer reports will be prepared and supplied to the Company by Compliance Background Screening Services (CBSS). Compliance Background Screening Services (CBSS) can be reached at 888-959-5242 (Compliance Dept. Ext. 1) Their privacy policy may be found at [CBSS Privacy Policy](#).

A consumer report (background check) contains information regarding your character, general reputation, mode of living, personal characteristics, and credit standing. An investigative consumer report is a type of consumer report that includes information from personal interviews with friends, neighbors and associates, except in California where that term means any background report that is not a credit report. The nature and scope of the most common type of investigative consumer report is an investigation into your education and/or employment history conducted by Compliance Background Screening Services (CBSS) or another outside organization. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Compliance Background Screening Services (CBSS). A summary of your rights under the Fair Credit Reporting Act is being provided to you with this form.

As directed by company policy and consistent with your job description, the types of information that may be requested on you include but are not limited to: court records, driving record, employment and wage history, education, credentials and licensing, credit, workers' compensation claims, Social Security number verification, personal references, and drug testing results. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from public and private sources.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on [A Summary of Your Rights Under the Fair Credit Reporting Act](#) and [A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22](#) as provided here.

## STATE SPECIFIC NOTICES

If you live or work for the Company in the states listed below, please note the following:

**CALIFORNIA:** You may view the file that Compliance Background Screening Services (CBSS) has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by telephone. Compliance Background Screening Services (CBSS) can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for Compliance Background Screening Services (CBSS). You will get this information within 5 business days of our receipt of your request. You have the right to ask Compliance Background Screening Services (CBSS) for a free copy of the report.

**MARYLAND:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**MASSACHUSETTS/NEW JERSEY:** If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from Compliance Background Screening Services (CBSS). You may inspect and order a free copy of the report by contacting Compliance Background Screening Services (CBSS).

**MINNESOTA:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

**NEW YORK:** If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from Compliance Background Screening Services (CBSS), and you will be provided with the name and address of Compliance Background Screening Services (CBSS). You may inspect and order a free copy of the reports by contacting Compliance Background Screening Services (CBSS). A copy of Article 23A of the New York Correction Law is being provided with this form.

**OREGON:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**WASHINGTON STATE:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask Compliance Background Screening Services (CBSS) for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.