

## Disclosure Regarding Employment Background Report

\_\_\_\_\_ (“COMPANY”) may obtain from *American Screening, LLC PO Box 1444 Hebron CT 06248 , 888-251-4044* [www.americanscreening.com](http://www.americanscreening.com) a consumer report and/or an investigative consumer report (“REPORT”) that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, COMPANY may obtain from American Screening further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

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**Signature**

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**Print name**

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**Today’s Date**



## State Law Notices Relating to Your Background Report

**Washington State Applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**California, Massachusetts, Minnesota, New Jersey and Oklahoma Applicants Only:** Please check the box to the left if you would like a free copy of any REPORT obtained by COMPANY from American Screening, LLC.

**New York Applicants Only:** By signing the authorization, you acknowledge that you have received a copy of New York Correction Law Article 23-A. You have the right, upon written request, to be informed whether an investigative consumer REPORT was requested. If such a REPORT was requested, you will be provided with the name and address of the consumer reporting agency that prepared the REPORT and you can contact that agency to inspect or receive a copy of the REPORT.

**Maine Applicants only:** Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

**Employer: Please select: (a SS# verification is automatically processed with every criminal report request at no charge).**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Criminal Records   | <input type="checkbox"/> Federal Criminal Records | <input type="checkbox"/> Driving Record                | <input type="checkbox"/> Credit Report |
| <input type="checkbox"/> Employment Verify* | <input type="checkbox"/> Education Verify         | <input type="checkbox"/> Professional License Verify   | <input type="checkbox"/> Workers Comp  |
| <input type="checkbox"/> Drug Screening     | <input type="checkbox"/> Civil Records Search     | <input type="checkbox"/> Sex Offender Search           | <input type="checkbox"/> Bankruptcy    |
| <input type="checkbox"/> Media Search       | <input type="checkbox"/> Homeland Security Search | <input type="checkbox"/> National CrimeBase Supplement | <input type="checkbox"/> Social Trace  |

**\*If you have selected an "Employment Verify" you must supply us with the applicant's permission to contact current employer.**

**DISCLOSURE NOTICE TO APPLICANTS REGARDING  
CONSUMER CREDIT REPORTS FOR EMPLOYMENT**

A consumer credit report including information concerning your credit and indebtedness may be obtained in connection with your application for employment and/or continued employment from American Screening, LLC PO Box 1444 Hebron, CT 06248, Phone: 888-251-4044 Website: [www.americanscreening.com](http://www.americanscreening.com).

If you are hired, to the extent permitted by law, COMPANY may obtain from American Screening, LLC further REPORTS throughout your employment for an employment purpose, without providing further disclosure or obtaining additional consent.

You can obtain a copy of your files by sending American Screening, LLC at the address listed above a written request, including a copy of proper identification, by certified mail. "Proper identification" includes documents such as a valid driver's license, Social Security card, military identification card or credit card.

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

**Print Name:** \_\_\_\_\_

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