

CONSUMER DISCLOSURE For Background Investigation

For the benefit of the Organization, Employees, Clients, and Strategic Partners, **TECHNICAL CONNECTIONS, INC.** has a policy of pre-employment background screening reports on job applicants as a condition of employment. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the federal Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency – USA-FACT, Inc. As a result, the employer may obtain a Consumer Report and/or an Investigative Consumer Report on you as an applicant or during employment.

1. A Consumer Report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers, and references. The scope of the report may include information concerning your driver record, civil and criminal court records, credit, workers' compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal reference.
2. A Consumer Report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to character, general reputation, personal characteristics or mode of living. You may have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the employer or USA-FACT at 800.547.0263 or at 6200 Box Springs Blvd., Riverside, CA 92507. You may also contact us via our consumer web site at www.reviewmyreport.com.
3. In using a consumer report for employment purposes, before taking adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer under this title, as prescribed by the Federal Trade Commission section 609 (c) (3).
4. California Provision. In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights in California. You have the right to inspect USA-FACT's files during normal business hours and on reasonable notice. The inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying or toll charges. The applicant may be accompanied by one other person who must show proper identification; and trained USA-FACT personnel will explain any of the information in the report and will provide written explanation for any coded information.
5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:

- I request a copy of my consumer report I waive my right to a copy of my report

I hereby consent and authorize **TECHNICAL CONNECTIONS, INC.** and/or USA-FACT on the employer's behalf, to prepare a report as defined above for employment purposes:

Signed: _____

Today's Date: _____

Print Name: _____

Give Copy with Summary of Rights to applicant. Retain copy for your files.

CONSUMER AUTHORIZATION For Background Investigation

- I. In connection with my application for employment, I hereby authorize **TECHNICAL CONNECTIONS, INC.** to request any present or former employer, school, police department, financial institution or other persons having personal knowledge about me to furnish the consumer reporting agency or bearer with any and all information as to my character, general reputation, personal characteristics, and mode of living in connection with my application for employment. This information may reveal my work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment.
- II. I further authorize **TECHNICAL CONNECTIONS, INC.** to obtain information and records that includes, but is not limited to, credit history, criminal record, civil matters, driving record, previous employment, education verification, and professional license verification. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Information is being procured from:

USA-FACT, Inc. • 6200 Box Springs Blvd. • Riverside, CA 92507 • 800.547.0263
- III. In exchange for the employer's consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against USA-FACT for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against **TECHNICAL CONNECTIONS, INC.** or any of its employees, representatives, or agents arising out of or in any way related to conducting a reference check or background investigation.
- IV. I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based on this authorized request. I understand this authorization is to be part of the written employment application that I sign.
- V. I have been given a stand-alone consumer notification that a report will be requested and used for the purpose of evaluating me for employment, promotion, reassignment or retention as an employee. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for **TECHNICAL CONNECTIONS, INC.** to procure consumer reports or investigative consumer reports at any time during my employment period.
- VI. I am entitled to receive a free copy of my consumer report before any adverse decision of possible employment is made because of information obtained within my report.

Print Name:		
Signature:		Today's Date:
Mailing Address:		
City, State, Zip:	Telephone No. (Include Area Code) ()	
AKA's: (maiden name, etc.)	Date of Birth	
Social Security Number (for ID purposes only)		
Driver's License Number:	State of Issue:	
The following States require sex and race information: GA, ID, and MT		
<input type="checkbox"/> Male <input type="checkbox"/> Female		

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES and SEPARATELY FROM PERSONNEL RECORDS.