

## FAIR CREDIT REPORTING ACT DISCLOSURE

In conjunction with my application for employment (including contract or volunteer services) with you, I understand that you intend to hire SELECTION.COM® to obtain Consumer Reports and / or Investigative Consumer Reports (Reports) about me as defined in the federal Fair Credit Reporting Act (FCRA). These Reports may include information concerning my academic background, character, credentials, credit capacity, credit standing, credit worthiness, general reputation, mode of living, personal characteristics, reasons for work termination, work experience, work habits and / or work performance. You may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record, and / or worker's compensation history.

I understand that you may rely on the information contained in these Reports in determining whether to extend an offer of employment to me or maintain my employment with you. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a Report obtained from SELECTION.COM®, I will receive a copy of the Report and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, SELECTION.COM® or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. This authorization shall remain on file and be valid for the duration of my employment with you. It shall serve as an ongoing authorization for you to obtain Reports about me from SELECTION.COM®. A photocopy or facsimile of this authorization shall be as valid as the original.

Print Name:	Date:	
Signature:		
Notice to Applicants living in CA, OK or MN: By checking this box, I request to receive a free copy of ar	ny Consumer Report ordered about me.	
E-Mail address:		**
** By entering my e-mail address, I authorize SELECTION	.COM® to deliver my Report via e-mail.	

## **Notice to California Residents:**

Under California Civil Code Section 1786.22, you may view the file maintained on you by SELECTION.COM® during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow SELECTION.COM® to determine with reasonable certainty that you are the subject of the Report. SELECTION.COM® is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person also furnishes proper identification. SELECTION.COM®'s Privacy Policy can be viewed at www.Selection.com.

THIS FORM IS FOR PERMANENT RETENTION IN PERSONNEL FILE.

02-01-2017 Page 1 of 2

## **EMPLOYMENT INQUIRY RELEASE**

In conjunction with my application for employment (including contract and / or volunteer services) with you, I understand that you intend to hire SELECTION.COM® to obtain Consumer Reports and / or Investigative Consumer Reports (Reports) about me as defined in the federal Fair Credit Reporting Act (FCRA). These Reports may include information concerning my academic background, character, credentials, credit capacity, credit standing, credit worthiness, general reputation, mode of living, personal characteristics, reasons for work termination, work experience, work habits and / or work performance. You may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record, and / or worker's compensation history.

I understand that you may rely on the information contained in these Reports in determining whether to extend an offer of employment to me or maintain my employment with you. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a Report obtained from SELECTION.COM®, I will receive a copy of the Report and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, SELECTION.COM® or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. This authorization shall remain on file and be valid for the duration of my employment with you. It shall serve as an ongoing authorization for you to obtain Reports about me from SELECTION.COM®. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from any Report shall be brought only in state or federal court in Hamilton County, Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

Notice to California Residents:  Under section 1786.22 of the California Civil Code, you may view the file maintained on you by SELECTION.COM® during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow SELECTION.COM® to determine with reasonable certainty that you are the subject of the report. SELECTION.COM® is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person furnishes proper identification. The SELECTION.COM® Privacy Policy can be viewed at www.Selection.com.  IF FAXING OR E-MAILING REQUEST, THIS SECTION MUST BE COMPLETED FOR PROCESSING  Customer Number:	Signature		Date _				
PREVIOUS OR MAIDEN NAME (if applicable) PHONE NUMBER  STREET ADDRESS	THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION						
PREVIOUS OR MAIDEN NAME (if applicable) PHONE NUMBER  STREET ADDRESS	PRINT NAME						
STATE   ZIP    DRIVER'S LICENSE NUMBER   STATE   STATE   ZIP    DRIVER'S LICENSE NUMBER   STATE   STAT	Last Name	First Name	Middle Initial	Social Security	Number		
COUNTY STATE : COUNTY	PREVIOUS OR MAIDEN NAME (if a	pplicable)	P	PHONE NUMBER			
E-MAIL ADDRESS  List states and counties of residence, other than above, for the past seven (7) years:  COUNTY STATE : COUNTY STATE : COUNTY STATE : COUNTY STATE STATE : COUNTY STATE : C	STREET ADDRESS		CITY	STATE	ZIP		
List states and counties of residence, other than above, for the past seven (7) years:  COUNTY STATE : COUNTY STATE : COUNTY STATE  FOR IDENTIFICATION PURPOSES ONLY: Date of birth  My prospective employer understands that age is a protected characteristic and that any age related information requested will not be used as the basis for any employment decision.  Notice to Applicants Living in CA, OK or MN  By checking this box, I request to receive a free copy of any Report ordered on me.  **By entering my e-mail address;  Under section 1786.22 of the California Civil Code, you may view the file maintained on you by SELECTION.COM® during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow SELECTION.COM® to determine with reasonable receive a summary of the file by telephone by being able to provide adequate identification as to allow SELECTION.COM® to determine with reasonable partial this thy ou are the subject of the report. SELECTION.COM® is required to have person a valiable to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person furnishes proper identification. The SELECTION.COM® Privacy Policy can be viewed at www.Selection.com.  **Counted Person: Position Applied For: Position Applied For: Phone Number: Position Applied For: Individual Reports: Position Requested: Position Requested: Position Reports:	DRIVER'S LICENSE NUMBER			STATE ISSUED			
FOR IDENTIFICATION PURPOSES ONLY: Date of birth    My prospective employer understands that age is a protected characteristic and that any age related information requested will not be used as the basis for any employment decision.    Notice to Applicants Living in CA, OK or MN	E-MAIL ADDRESS						
My prospective employer understands that age is a protected characteristic and that any age related information requested will not be used as the basis for any employment decision.  Notice to Applicants Living in CA, OK or MN By checking this box, I request to receive a free copy of any Report ordered on me.  E-Mail address:  "**  By entering my e-mail address, I authorize SELECTION.COM® to deliver my Report via e-mail.  Notice to California Residents:  Under section 1786.22 of the California Civil Code, you may view the file maintained on you by SELECTION.COM® during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also obtain a copy of this file by telephone by being able to provide adequate identification as allow SELECTION.COM® to determine with reasonable certainty that you are the subject of the report. SELECTION.COM® is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, provided that this additional person furnishes proper identification. The SELECTION.COM® Privacy Policy can be viewed at www.Selection.com.  ***Contact Person:  Phone Number:  Date Submitted:  Contact Person:  Phone Number:  Pho	List states and counties of residence	other than above, for the past sever	n (7) years:				
My prospective employer understands that age is a protected characteristic and that any age related information requested will not be used as the basis for any employment decision.  Notice to Applicants Living in CA, OK or MN  By checking this box, I request to receive a free copy of any Report ordered on me	COUNTYSTATE	; COUNTY	STATE; CC	OUNTYS1	ATE		
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By checking this box, I request to receive a free copy of any Report ordered on me	<u>.</u>	elated information requested will not be us	sed as the basis for any emplo	yment decision.			
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Customer Number: Location or Store Number: Date Submitted: Position Applied For: Position Applied For: Combined Report: Position Requested: Position Requested: Position Requested: Position Requested: Position Report:	also obtain a copy of this file, either receive a summary of the file by telep certainty that you are the subject of explain to you any coded information	in person or by mail, by submitting pohone by being able to provide adeq the report. SELECTION.COM® is appearing in your file. If you appe	proper identification and pa uate identification as to allo required to have personn par in person, another per	ying the costs of duplication se ow SELECTION.COM® to deter lel available to explain your f rson of your choice may acco	rvices. You may also mine with reasonable ile to you and must mpany you, provided		
Combined Report: Phone Number: Position Applied For:	•••••• IF FAXII	NG OR E-MAILING REQUEST, THIS SEC	CTION <u>MUST</u> BE COMPLETE	ED FOR PROCESSING •••••••	•••••		
Combined Report: Phone Number: Position Applied For:	Customer Number:	Location or Store Numbe	r:	Date Submitted			
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ndividual Reports:							
•	Combined Report:						
	Individual Reports:						

This Form Provided By: SELECTION.COM®, 155 Tri-County Parkway, Suite 150, Cincinnati, OH 45246. Telephone: 800.325.3609; Fax: 888.767.2435.