Background Check and Reference Release Authorization[[1]](#footnote-1)

In connection with your application for employment or possible assignment to another position within the Company, you understand and agree that background inquiries may be requested by the Company or on the Company’s behalf that will seek information as to your past employment, character, work habits, including oral assessments of your job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, you understand and agree that the Company may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning your past activities relating to your driving record, credit history (within AB22 guidelines), criminal record, civil matters, previous employment, educational background, and other past experiences.

*The following is my complete and legal name, and all information is true and correct to the best of my knowledge.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First | | Middle | |
| Driver’s License No. & State | Social Security No. | | Date of Birth (Optional) | |
| Former Names and Time Frames (if applicable) | | | | |
| Current Address | City/State | Zip Code/Country | | Dates  (Month & Yr.) |
| Previous Address | City/State | Zip Code/Country | | Dates  (Month & Yr.) |
| Previous Address | City/State | Zip Code/Country | | Dates  (Month & Yr.) |
| Previous Address | City/State | Zip Code/Country | | Dates  (Month & Yr.) |

You have the right, upon written request within a reasonable period of time (not to exceed 30 days) after receipt of this notice, to receive a written disclosure of the nature and scope of any investigation into your background.

If a consumer investigative report is obtained and an adverse decision is made affecting your employment, the Company will provide to you, before making the adverse decision, a copy of the investigative consumer report and a Summary of Your Rights under the Fair Credit Reporting Act.

**Please read and sign below to acknowledge authorization of a background check, as specified above:**

I understand and agree that in connection with my application for employment or possible assignment to another position within the Company, the Company may solicit and obtain information related to my character, work habits, job performance, experiences and abilities, and the reasons for the termination of past employment.  I also understand and agree that the Company may request information from various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, and other past experiences, to the extent permitted by law.  Should the Company obtain public records related to me (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment), I understand that I am entitled to copies of any such public records within seven (7) business days unless I mark the check box below.  If the Company takes any adverse action based on the information in such records, including denying me employment, I understand I am entitled to a copy of any such records even though I have checked the box below.

* I waive receipt of a copy of any public record described in the paragraph above.

*I authorize the release of the information noted above regarding my background. I acknowledge that a telephonic, facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities.*

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Date Applicant’s or Employee's Name Signature

1. This authorization is intended to be used when background checks are conducted by the Company’s personnel, not by a third party. If a third party background checking vendor is used, the vendor’s form should be used. [↑](#footnote-ref-1)