

# EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

## BACKGROUND CONSUMER REPORTS AUTHORIZATION AND CONSENT

As a condition of my employment I hereby authorize \_\_\_\_\_ (“the Company”) or its designated agent Tiffany Investigations, License No. PI005425, to procure a consumer report and/or investigative consumer report on me. The above mentioned reports may include, but are not limited to, information as to my character, general reputation, personal characteristics, and mode of living, discerned through employment and educational verifications; personal references; personal interviews; personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; or any other public record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to the Company, if such request is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681 et. seq. Furthermore, I will not hold the Company or its agents, responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

I further authorize any person, business, or governmental agency who may have information on my background to disclose such information performed including, but not limited to, schools, employers, any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity, or governmental agency compiled the information itself or received it from other sources. I give my consent to the release of the results of any report to those who have a need to know. I hereby release the Company, Tiffany Investigations, and any other persons, business entities, or governmental agencies, from any and all liability claims and/or demands by me for providing or releasing information as herby authorized.

I certify that the information contained on this form is true and correct and that my application for employment, or current work assignment, may be terminated based on any false, omitted, or fraudulent information.

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**State-specific information:**

- California – If you are a California resident or applying for employment at a location in the State of California, in addition to this disclosure/authorization, please review and complete the “**Disclosure and Acknowledgement Concerning Consumer Credit Report Obtained for Employment Purposes Pursuant to California Law.**”
- Minnesota – If you are a Minnesota resident or applying for employment at a location within the State of Minnesota, you have a right to obtain a copy of the consumer report by checking this box.
- New York – You have the right to inspect and receive a copy of any investigative consumer report requested by TFI Resources by contacting the consumer reporting agency identified above directly.
- Oklahoma – If you are an Oklahoma resident or applying for employment at a location within the State of Oklahoma, you have a right to obtain a copy of the consumer report by checking this box.

**I request a copy of the consumer report.**

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

\_\_\_\_\_  
**Email Address (print clearly)**

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

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

# EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

In order to process your application, please provide the following information. Include your exact legal name and any other name(s) you may have used in the last seven (7) years. **PRINT** CLEARLY IN BLUE OR BLACK INK.

FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

OTHER NAMES USED \_\_\_\_\_ DATES USED \_\_\_\_\_

OTHER NAMES USED \_\_\_\_\_ DATES USED \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP CODE DATES

PREVIOUS ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP CODE DATES

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

OTHER DRIVER'S LICENSE NUMBERS \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

**PROVIDE CITY AND COUNTY INFORMATION FOR YOUR RESIDENCE COVERING A PERIOD OF SEVEN (7) YEARS; BEGINNING WITH YOUR MOST CURRENT ADDRESS.**

CITY COUNTY STATE ZIP FROM TO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## EDUCATION

Verification of your education is required. Please provide a list of all education **beginning with the most recent through high school or GED**. In order to process your application, you **MUST** include the city and state of the school. Include additional paper if needed.

1. Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Field of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Yes No Phone: \_\_\_\_\_ Alternate Surname: \_\_\_\_\_

2. Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Field of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Yes No Phone: \_\_\_\_\_ Alternate Surname: \_\_\_\_\_

3. Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Field of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Yes No Phone: \_\_\_\_\_ Alternate Surname: \_\_\_\_\_

# EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

## EMPLOYMENT

Verification of your employment is required. Please provide a list of your employers **beginning with the most current**. It is the responsibility of the applicant to provide contact information for previous employers. If the company is no longer in business, please provide contact information for the supervisor or other confirmation of employment, such as payroll stubs. Include additional paper if needed.

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Contact Telephone or Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Contact Telephone or Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Contact Telephone or Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Contact Telephone or Email: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

# EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

## INVESTIGATIVE CONSUMER REPORT (IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

\_\_\_\_\_ (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report.” These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your criminal background history, education and/or employment history conducted by Tiffany Investigations, (714) 970-0873 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Tiffany Investigations, 5795 Paseo de la Cumbre, Yorba Linda, CA 92887 (714) 970-0873 or another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

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**\*California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

### Notice Regarding Credit Checks

Pursuant to Section 1024.5 of the California Labor Code, the Company informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

- A position which the person can enter into financial transactions of behalf of the company.
- An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission.
- A sworn peace officer or other law enforcement.
- A position for which the information contained in the report is required by law to be disclosed or obtained.
- A position that involves access to confidential or proprietary information.
- A position that involves regular access to \$10,000 or more of cash.
- A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(if under 18) Guardian Signature

# EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

## CALIFORNIA RESIDENTS:

### DISCLOSURE AND ACKNOWLEDGEMENT CONCERNING CONSUMER CREDIT REPORT OR INVESTIGATIVE CONSUMER REPORT OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO CALIFORNIA LAW

In connection with your application for employment with \_\_\_\_\_ (the "Company"), and/or Tiffany Investigations License No. PI 005425 will obtain a consumer report or an investigative consumer report on you, as defined in the California Consumer Credit Reporting Agencies Act, Cal. Civ. Code §1785.1 *et seq.*, and the California Investigative Consumer Reporting Agencies Act, Cal. Civ. Code §1786 *et seq.* An "investigative consumer report" includes information as to your character, general reputation, personal characteristics, and mode of living. California law requires that you check the following box to indicate your desire to receive a copy of the report.

Please forward to my attention at the following address a copy of the report.

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

#### Information You May Request If An Investigative Consumer Report Is Obtained (Summary of Cal. Civ. Code § 1786.22)

If the Company obtains an investigative consumer report on you, you may inspect or obtain a copy of your file and certain other information that is maintained by respective background investigation agency ("Agency"). In addition to making your file available for your inspection, "Agency" will identify the recipients of any investigative consumer report on you that "Agency" has furnished for employment, insurance, or any other purpose within the three-year period preceding your request, and the dates, original payees, and amounts of any checks or charges upon which any adverse characterization of you that may be included in your file is based.

During normal business hours and on reasonable notice, "Agency" will make your file and other information available to you as follows:

(1) In person, if you appear in person and furnish proper identification. A copy of your file will also be available to you for a fee not to exceed the costs of duplication.

(2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee but, in complying with such a request, REPORTING AGENCY will not be liable for disclosures to third parties that may be caused by mishandling of mail after such mailings leave REPORTING AGENCY.

(3) REPORTING AGENCY will provide a summary of all information contained in your file which REPORTING AGENCY is required to provide to you, by telephone, if, with proper identification, you have made a written request for telephone disclosure, and you have prepaid, or had charged directly to you, any toll charge for the telephone call. "Proper identification" as used above means that information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card, and credit cards. You may be accompanied by one other person of your choosing who shall furnish reasonable identification. REPORTING AGENCY may require you to furnish a written statement granting REPORTING AGENCY permission to discuss your file in such person's presence. REPORTING AGENCY will provide trained personnel to explain to you any information REPORTING AGENCY provides to you, and will provide a written explanation of any coded information contained in your files.

#### Consent and Acknowledgement

By signing the Fair Credit Reporting Act Consumer Disclosure and General Authorization of Report for Employment Purposes, I have authorized the Company to obtain a consumer report, or an investigative consumer report, on me.

This is to confirm that I have read, and hereby acknowledge receipt of, the information set forth above concerning my rights under the laws of California.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant's Name Printed