

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.

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, Oklahoma & New York– 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.
- Oregon –Oregon law prohibits pre-employment credit checks for most employment purposes. Exceptions include federally insured banks, credit unions, businesses required by law, police, and substantially job-related reasons. See Oregon Senate Bill 1045.

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. Type or print clearly in blue or black ink.

FIRST _____ MIDDLE _____ LAST _____

OTHER NAMES USED _____ DATES USED _____

SOCIAL SECURITY NUMBER _____ BIRTH DATE _____

DRIVER'S LICENSE NUMBER _____ STATE ISSUED _____

ALL OTHER DRIVER'S LICENSE NUMBERS _____ STATES ISSUED _____

PROVIDE ADDRESS HISTORY FOR YOUR RESIDENCE COVERING A PERIOD OF TEN (10) YEARS BEGINNING WITH YOUR MOST CURRENT ADDRESS. Include additional paper if needed.

CURRENT _____ To _____
STREET CITY STATE ZIP CODE

PREVIOUS ADDRESSES FOR THE PAST TEN (10) YEARS

_____ To _____
STREET CITY STATE ZIP CODE

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 Name: _____

2. Name of School: _____ City: _____ State: _____

Dates: From: _____ / _____ To: _____ / _____ Field of Study: _____

Degree: _____ Yes No Phone: _____ Alternate Name: _____

3. Name of School: _____ City: _____ State: _____

Dates: From: _____ / _____ To: _____ / _____ Field of Study: _____

Degree: _____ Yes No Phone: _____ Alternate Name: _____

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: _____

May we contact your current employer? Yes No

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: _____

Applicant Name: _____

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.

=====
***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