

## **DISCLOSURE TO CONSUMER/APPLICANT AND AUTHORIZATION/RELEASE**

### **DISCLOSURE TO CONSUMER/APPLICANT**

Local 49 Training Center wants to inform you that, as part of our hiring background and investigation process, we may obtain, where permitted, one or more reports and other information about you, including your background, employment history, academic and/or professional credentials, military service, and driving history. The information gathered also may involve a criminal history, if allowed under state law, (only if you are selected for interview or, if there is not an interview, after a conditional offer of employment is made) and/or alcohol or drug use history, if any. You should understand that these records may contain person information including, but not limited to, child support payments, alimony payments, and information on driving violations and accidents. An investigative consumer report may be obtained, if allowed under applicable law, and may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals with whom you are acquainted or who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers, including your current employer if you give permission, to verify your employment history. You have the right to request additional information regarding the nature and scope of the report.

Under the provisions of the Fair Credit Reporting Act ("FCRA"), FMCSA regulations, and certain other federal and state laws, before we can seek such reports, where permitted, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You also are entitled to a copy of that document entitled Rights Under the Fair Credit Reporting Act. Under the FCRA, before we take adverse action on the basis, in whole or in part, of information in a consumer report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Your information may be processed in a foreign country by persons providing services to our company and it may be accessible to law enforcement and national security authorities of that jurisdiction.

*This information is for background check purposes only.*

**FAIR CREDIT REPORTING ACT AUTHORIZATION**

The information contained herein is considered private data, and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have trouble determining your suitability for employment. In connection with your application for employment, an investigation may be made in which "consumer reports" are obtained from R&D Agency, Inc., a consumer reporting agency. Such reports may include information concerning your character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: motor vehicle history and/or driving records and a criminal background check. R&D Agency, Inc. will use strict procedures to help ensure the information contained in reports is complete and up-to-date. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

I understand that an "investigative consumer report", which could include information as to my character, personal characteristics, and mode of living that may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information, may be prepared. Local 49 Training Center will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) per the Fair Credit Reporting Act. You will also be given an opportunity to rebut the information contained in the report(s) before any adverse action is taken.

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, hereby authorize Local 49 Training Center to obtain "consumer reports" and/or "investigative consumer reports" in connection with processing my application for employment. I further authorize R&D Agency, Inc., any appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release the above information. I understand that I have the right to request additional disclosures about the nature and scope of the investigation. I acknowledge that I have received *A Summary of Your Rights Under the Fair Credit Reporting Act*. I certify that the information provided on this form is true and correct.

*Please use the back of this sheet if additional space is needed:*

**Applicant Name (printed):** \_\_\_\_\_

**Past/Other Names (go back 7 years):** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Other Addresses (go back 7 years):** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Candidate Signature:** \_\_\_\_\_

**If currently employed:**

- Yes, my current employer may be contacted.  No, my current employer may not be contacted.

**TO BE COMPLETED BY Local 49 Training Center**

**Driving Record Check only**

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**FOR DRIVING POSITIONS ONLY:**

Do you have a current, valid and unrestricted driver's license(s)?  Yes  No

If yes, what class of license(s), which state(s), please include license number:

Driver's License class: \_\_\_\_\_

Driver's License state: \_\_\_\_\_

Driver's License number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained. Please check the appropriate statement below:

If consumer reports and/or investigative consumer reports are obtained, please send me free copies.

I do not wish to receive copies of my consumer reports and/or investigative consumer reports.

**NAME, ADDRESS AND TELEPHONE NUMBER OF THE REPORTING AGENCY:**

**The R & D Agency, Inc.  
14480 Ewing Avenue, Suite 101  
Burnsville, MN 55306  
952.882.8000  
www.rdagency.com**

**NAME, ADDRESS AND TELEPHONE NUMBER OF THE PERSON RECEIVING THE  
BACKGROUND CHECK INFORMATION:**

**Local 49 Training Center  
40276 Fishtail Road  
Hinckley MN 55037**

**Attachments:**

**“A Summary of Your Rights Under the Fair Credit Reporting Act”  
“Remedying the Effects of Identity Theft”**

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## STATE LAW DISCLOSURES

**If you reside in, or are seeking work in any of the following states, please review these additional notices:**

**California:** You have the right to view your file that a Consumer Reporting Agency holds. By providing proper identification and duplication cost, you may obtain a copy of this information in person at the Consumer Reporting Agency's regular business hours and after providing reasonable notice for your request. Additionally, you can make the same request via mail or over request a summary of the file over the phone. The Consumer Reporting Agency can assist you in understanding your file, including coded information. You are allowed to have one additional person accompany you so long as they provide proper identification.

**Maine:** You have the right to ask and know whether a company ordered a background check on you. You can request the name, address, and telephone number of the nearest Consumer Reporting Agency office. Your request will be processed and sent to you in 5 business days.

**Minnesota:** You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

**Massachusetts:** You have the right to obtain a copy of any of your consumer reports that your company has ordered on you by contacting the Consumer Reporting Agency for a free copy. **New Jersey:** You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the Company requested about you.

**New York:** By submitting a written request, you can learn whether a company has run a background check on you. You are allowed to inspect and order a copy of the report by directly contacting the Consumer Reporting Agency. If you have been convicted of one or more criminal offenses, you can request the company to provide a written statement declaring the reasons for the refusal of hire. This statement must be provided to you within 30 days of your request.

**Washington State:** After submitting a written request and waiting a reasonable amount of time after receiving the disclosure, you have the right to receive a complete and accurate disclosure of the nature and scope of any "investigative" consumer reports requested by an agency. The Washington Fair Credit Reporting Act requires Consumer Reporting Agencies to provide you a summary of your rights and remedies upon request. Any information requested by a company that deals with credit worthiness, credit standing or capacity is justified in order for employers to evaluate whether you present a risk for theft or dishonest behavior for the job you are being considered for.

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