

Carlsborg Investigation Services, Inc.

PO Box 223
803 Carlsborg Road
Carlsborg Washington 98324

PH: 360-683-6116 Fax 360-683-9055

EMPLOYMENT BACKGROUND SCREENING FORM

Background Employment Screening

To Whom It May Concern: A photocopy of this release form will be valid as the original.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Carlsborg Investigation Services, Inc. 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" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. 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 the 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 Carlsborg Investigation Services, Inc. The scope of this notice and authorization is all-encompassing, however, allowing Carlsborg Investigation Services, Inc. to obtain from any outside organization all manners 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 Carlsborg Investigation Services, Inc. at any time after the 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 Carlsborg Investigation Services, Inc. I agree that a facsimile ("fax"), electronic or photographic copy of the Authorization shall be as valid as the original. If you should request a background report involving your application, you must contact Carlsborg Investigation Services, Inc. at 803 Carlsborg Rd., PO Box 223, Carlsborg, WA 98324 360-683-6116, and show proof of being the person who is requesting the information.

Applicant Must Complete and Sign in Presence of a Witness:

Print Full Name; First, Middle, Last: _____

Signature: _____ Date: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security #: _____

Other Names; Alias, Prior Marriage, Maiden or Nicknames: _____

Driver License Number: _____ State: _____

Witness Signature: _____ Date: _____

The job applied for requires a credit report to be prepared and examined by the employer or his designee during the background investigation.

☐ Yes ☐ No

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**Summary of Rights under the Federal Fair Credit Reporting Act and
Washington State Regulations**

Fair Credit Reporting Act (FCRA)

- ✓ You must be told if information in your credit report file has been used against you in the hiring process.
- ✓ You have the right to know what is in your credit report file.
- ✓ You have the right to ask for your credit report score from the one provided to the employer.
- ✓ You have the right to dispute incomplete or inaccurate information from the credit report file.
- ✓ Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.
- ✓ Consumer reporting agencies may not report outdated negative information in your credit report.
- ✓ Access to your file is limited.
- ✓ You must give your consent for reports to be provided to employers.
- ✓ You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. The number is 1-888-5-OPTOUT (1-888-567-8688)
- ✓ You may seek damages from violators.
- ✓ Identity theft victims and active duty military personnel have additional rights. Contact for more information www.ftc.gov/credit.

Washington State Credit Law (RCW 19.182.020)

An employer may not request a consumer credit report for employment purposes that contains information on the consumer's credit worthiness, credit standing, or credit capacity unless: (1) that credit information is substantially job related; and (2) the employer discloses to the consumer in writing the reasons the employer is using that information.

Employers may also request consumer reports that contain credit information about the consumer if such a request is required by other law.

Employers must disclose the following to both current employees and job applicants before taking adverse action based on the content of a consumer report: (1) contact information for the reporting agency that furnished the report; and (2) description of the consumer's rights under the state law regarding employment and consumer reports. Employers must also give both current employees and job applicants an opportunity to respond to information in the report that is disputed.

I acknowledge that I have read the above information and understand my rights.

Name

Date