ANALYTIC SERVICES INC.®
Informing decisions that shape the Nation's future
5275 Leesburg Pike • Suite N-5000 • Falls Church, VA 22041 • 703-416-2000 • www.anser.org

Drug Test Consent Form

Please sign and date this agreement and include with your application form.

In order to maintain a drug free workplace and to comply with Department of Defense contractual regulations relative to a drug free work force, Analytic Services Inc. conducts pre-employment and random drug tests. One condition of employment with Analytic Services Inc. is successful completion of pre-employment and future random drug tests.

I understand the condition of employment stated above, and at Analytic Services Inc.'s request, will submit to drug testing and/or medical evaluation in connection with my drug test. I authorize any health care professional, clinic, or laboratory to which I am referred by Analytic Services Inc., to release to Analytic Services Inc. any medical or laboratory records relating to my drug test. I understand that a positive drug test will void any offer of employment made to me by Analytic Services Inc. and that I will not be permitted to reapply to Analytic Services Inc. for a period of one year. Additionally, should I fail future random drug test, my continued employment will be subject to the terms and conditions stated in Analytic Services Inc.'s policy (attached).

_____ _____

Signature Date

_____

Please Print or Type Name

HR.Recr.01.03/18/13

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ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

It is Analytic Services Inc.'s policy to create and maintain a safe working environment in order to protect Analytic Services Inc.'s interests in the health and safety of its employees and its strong national security issues. This applies to all Analytic Services Inc. employees and visitors and is in compliance with the requirements of the Drug-Free Workplace Act of 1988.

Alcohol

The use of alcohol on Analytic Services Inc. premises is strictly prohibited unless authorized by the CEO or their designee. Analytic Services Inc. prohibits the possession, sale, distribution, or purchase of alcohol at any time on Analytic Services Inc. premises, in Analytic Services Inc. vehicles, or while on Analytic Services Inc. business. Working while intoxicated is prohibited. Violations should be reported immediately to Analytic Services Inc. management.

Tobacco

Analytic Services Inc. maintains a smoke-free work environment. The building landlord controls smoking in public areas of the buildings, and all Analytic Services Inc. staff and visitors are expected to comply with landlord restrictions.

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Drug-Free Workplace

The United States Government requires that defense contractors maintain a program for achieving a drug-free workforce and workplace.

Therefore, personnel seeking employment with Analytic Services Inc. will be required to submit to a drug test prior to starting employment. The unlawful use of a controlled substance by any employee is basis for discipline up to and including immediate termination.

The government requires drug testing of current employees under "reasonable suspicion" of illegal drug activity, after work-place accidents, and as a part of or follow up to counseling or rehabilitation for illegal drug use. As a federal contractor we are obligated to comply with such regulations and will require employees to submit to drug tests under these circumstances.

Employees and consultants are required to notify Analytic Services Inc. of any violations of a criminal drug statute within five days of the conviction or plea. Such adverse information will be reported to the Defense Investigative Service Clearance Office if required.

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CERTIFICATE
(RECRUITMENT OF U.S. GOVERNMENT PERSONNEL)

To ensure that Analytic Services complies fully with statutes and regulations relating to employment of former Government personnel and remains free from real or apparent conflicts of interest, Analytic Services will not knowingly discuss or promise employment opportunities or consulting relationships with a Federal Government civilian or military employee unless the following criteria have been satisfied. Please complete and sign this form and return it with your completed application.

I hereby certify that:

_____ None of the following situations apply. (Please sign and date bottom)

_____ I have notified my cognizant supervisor of my intent to seek employment outside of the Government Service.

_____ I understand that should I accept employment with Analytic Services and commence employment prior to my date of discharge (Terminal Leave) that I am prohibited by 18 USC 205 and 18 USC 203 from representing Analytic Services to the Government while on leave status. I am however permitted to work for Analytic Services, but only at an Analytic Services' Facility away from the Government workplace until such time my discharge/retirement is effective.

_____ I have not worked in the past two years in an organization sponsoring, or contemplating the sponsoring of, a contract with Analytic Services.

_____ I have complied with DOD directive 5500.7 and Title 10 USC2397, by waiting for at least a two year period, starting on the date I separated from the Government, if I held the following positions:

_____ *Grade of GS-13 or higher and 0-4 or higher if I spent the majority of my working days, during the last two years of DOD service, performing a procurement function relating to a DOD contract at an Analytic Services' facility or performed, on a majority of my working days during the last two years of DOD service, a procurement function relating to a major defense system and, in the performance of such a function, participated on any occasion personally and substantially in a manner involving decision-making responsibilities with respect to a contract for that system through contact with Analytic Services.

**Senior Executive Service position or higher, or 0-7 or higher, if during the last two years of DOD service, I acted as a primary representative of the United States in the negotiation with Analytic Services of a defense contract in an amount in excess of $10,000,000 or acted as a primary representative of the United States in the negotiation of an unresolved claim of Analytic Services' in an amount in excess of $10,000,000.*

_____ I have complied with the Procurement Integrity Act (41 USC 423), by not being a procurement official or employee who is currently involved with any Federal agency procurement of property or services of which Analytic Services is a competing contractor.

_____ I have complied with the procurement Integrity Act (41 USC 423), by waiting two years after the last date I participated personally and substantially in the conduct of any Federal agency procurement involving Analytic Services or have personally reviewed and approved the award, modification, or extension of any contract for Analytic Services.

_____ I am unable to certify that I have satisfied the required criteria because:

_____

_____

_____ _____
Signature Date

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Pre-employment Security Clearance Verification

The position you have applied for requires a Security Clearance. Please provide the information requested so that we may conduct a pre-employment verification.

_____
Name

_____
Place of Birth

_____
Date of Birth

_____
Social Security Number

_____
Your Signature

_____
Date

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RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE [FOR EMPLOYMENT PURPOSES]

The applicant for employment acknowledges that Analytic Services Inc. may now, or at any time while employed, verify information within the application, resume or contract for employment. In the event that information from the report is utilized in whole or in part in making an *adverse decision*, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act,15 U.S.C. § 1681 *et seq*.

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*, is available at the Federal Trade Commission's web site (http://www.ftc.gov).

By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my employment with Analytic Services Inc.

For Maine and New York Applicants Only
Upon request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.

Maine residents will be provided a copy of your rights under the Maine Fair Credit Reporting Act.

For Washington State Applicants Only
The consumer reporting agency which furnished the report is Truescreen, P.O. Box 286, Marlton, NJ, 08053; for consumer compliance officer contact 800-260-1680.

For California, Minnesota, and Oklahoma Applicants Only
A consumer credit report will be obtained through Truescreen, P.O. Box 286, Marlton, NJ, 08053.

If a **consumer credit report** is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

Yes _____ No_____
Initials Initials

If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I could like a copy.

Yes _____ No_____
Initials Initials

***California applicants**: If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report.)

Date:_____Signature of Applicant: _____

Print Name: _____

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A collaborative endeavor of Analytic Services Inc.

HOMELAND SECURITY STUDIES & ANALYSIS INSTITUTE
An FFRDC operated by Analytic Services Inc. on behalf of DHS

Submit

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COMPLETING THIS FORM IS VOLUNTARY AND IS NOT A REQUIREMENT FOR EMPLOYMENT

VOLUNTARY DISCLOSURE FORM

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race/ethnicity, gender and type of position applied for. The following information is requested for compliance with these record keeping requirements. Analytic Services Inc. believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, physical or mental disability, veteran status, age, marital status, sexual orientation or any other condition or characteristic protected by federal, state and/or local laws.

Name:_____ Date:_____

Position Desired:_____

Gender:

_____Female

_____Male

_____Choose Not to Self-Identify

Race/Ethnicity:

_____American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

_____Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____Black or African American – A person having origins in any of the Black racial groups of Africa.

_____Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____**Two or More Races** - All persons who identify with more than one of the above races/ethnicities.

_____Choose Not to Self-Identify

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