

## **BACKGROUND AUTHORIZATION**

As a part of our hiring, a background check and investigation will be conducted. Staffing Companies, Inc. (dba StaffCo) may use this background check and investigation to determine eligibility to work for StaffCo. StaffCo's background check and investigation will consist of contacting all listed prior employment to certify your employment history, job performance, and drug/alcohol testing data. It may also include a third party agency report to include a check of applicable criminal police or court records. Under the provisions of the Fair Credit Reporting (Act 15 U.S.C. § 1681) as amended, before we can seek such investigative reports independently or from a third party reporting agency, we must have your written permission to obtain information and to provide the information as a part of our analysis of your application for employment with StaffCo.

Below is an authorization and release for StaffCo to conduct a background check and investigation on you, independently or via a third party reporting agency. If you do not wish to execute this release, please return all of the application materials to the person from whom you obtained them.

## **AUTHORIZATION & RELEASE TO OBTAIN INVESTIGATIVE REPORTS**

Under the provisions of the Fair Credit Reporting Act (Act 15 U.S.C. § 1681), the Americans with Disabilities Act, and all applicable federal, state, and local laws, I hereby authorize and permit StaffCo to obtain a background check and investigation which may include the following:

- My employment records.
- 2. Records concerning any driving, criminal history, credit history, and civil records.
- 3. For Commercial Drivers Only: in accordance with the Department of Transportation Motor Carrier Safety Regulations, § 382.413, information concerning alcohol and controlled substances for the past three (3) years.
- For Commercial Drivers Only: in accordance with the Department of Transportation Motor Carrier Safety Regulations, for the purpose of investigating the applicant's safety performance history information as required by paragraphs (d) and (e) of § 391.23.
- 5. Verification of my academic and/or professional credentials and information and/or copies of documents from any military service.

I understand that the above items, which may constitute "investigative reports," may include information as to my employment, personal reputation, personal characteristics, and mode of being which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I agree that a copy of the authorization has the same effect as an original. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as StaffCo and any designated third party reporting agency from liability that might otherwise result from the request for use of and/or disclosure of some or all of the above noted information.

I understand and acknowledge all provisions of the Fair Credit Reporting Act. I understand that if any adverse action is taken, based in whole or in part, on the information in a third party agency report, I can be provided a copy of the report, the name, address, and telephone number of the designated third party reporting agency, and a summary of my rights under the Fair Credit Reporting Act.

By signing below I authorize StaffCo to obtain any such investigative reports as set forth above and to utilize those reports as part of its background check and investigation of my employment application.

| First Name:             | Last Name:                     |       |
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| Other Name(s) / A.K.A.: | Last 4 of Social Security No.: |       |
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|                         |                                |       |
| Signature:              |                                | Date: |
| Signature.              |                                | Date. |
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