

## COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND CONSUMER REPORTS

(Important: Please read carefully before signing.)

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our screening : hiring process. This may include an inquiry to obtain information regarding your character, employment history, general reputation, persc characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness. The prim objective of any investigation will be to verify information you provided on your application or during the intrview process in connection v your application for and/or continued employment (or contract) with the company. A consumer report and/or an investigative consumer rep may be obtained at any time during the application process or during your employment with the company. Upon timely written request to personnel department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and sc of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a c of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting / as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purp and will not be used in a discriminatory manner for the making of business decisions.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month, Day, Year)

Driver License # \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Names Used & Date Changed \_\_\_\_\_

Professional License(s): \_\_\_\_\_ State(s): \_\_\_\_\_ Type(s): \_\_\_\_\_ Number(s): \_\_\_\_\_  
(Year changed)

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Residence Addresses For The Past 7 Years: (attach additional sheets, if necessary)

Street Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_ County \_\_\_\_\_ From Mo./Yr. \_\_\_\_\_ To Mo./Yr. \_\_\_\_\_

Have you ever been charged with or convicted of a Misdemeanor or Felony crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Criminal convictions are not an automatic ban from employment and will only be considered in relation to specific job requirements)

If yes, please explain in some detail, including what county and state, and in what year:

Conviction \_\_\_\_\_ City & State \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize Red Lake School District and/or Orange Tree Employment Screening and their agents, without any reservation, investigate my background as it pertains to employment history and performance, personal and professional references, educational histc licenses and information contained in public records, including, but not limited to, credit, criminal, motor vehicle data and work compensation. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my employment contract) with the company. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant \_\_\_\_\_

Signature Of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(MN/CA/OK/ME/NY Residents Only): Do you wish to receive a copy of your consumer report? Yes \_\_\_\_ No \_\_\_\_