

APPLICANT DOCUMENTS

The following pages contain 3 documents:

1. **“Applicant Disclosure and Applicant Release”** – These 2 pages **MUST** be signed by every applicant **BEFORE** you place an order for any employment report including Reference Reports, Verifications or Background Checks. These pages must remain as “stand-alone” documents and may not be combined with other forms or applications.
2. **“A Summary of Your Rights (Consumer)”** – This is a 2 page informational document that explains the applicant’s rights under the FCRA. It **MUST** be given to every applicant along with the Applicant Disclosure and Release.
3. **“Applicant Information Form”** – The fields in this document correspond to the fields you will be completing online when you place an order for Academic Verifications, Employment Verifications, Professional License, or Reference Reports. The Applicant is not required to complete this form, but you may find it is a useful tool and that the format facilitates online order entry.

APPLICANT DISCLOSURE

In connection with my application for employment with _____, I understand that a consumer report (and/or investigative consumer report), as defined by the Fair Credit Reporting Act (FCRA), may be obtained for employment purposes.

Applicant Signature _____ Date _____

SAMPLE

**APPLICANT RELEASE FOR CONSUMER AND
INVESTIGATIVE CONSUMER REPORTS**

I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, workers compensation records, credit report, academic records, professional license record and employment related information or records.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/or mode of living. Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize _____ to request a consumer report and/or investigative consumer report about me, for employment related purposes, at any time to the extent allowed by law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

I understand that my date of birth will be used solely for identification purposes.

First Name _____ Full Middle _____ Last _____ Suffix _____

Any other name(s) used _____

Social Security # _____ Date of Birth _____

Position Applied For _____

Present Address _____

City/State/Zip/County _____

Telephone Number(s) _____ Email Address _____

Previous Cities/States/ZipCodes/Counties of Residence During Last 7 Years _____

Driver's License # _____ State of Issuance _____

Applicant Signature _____ Date _____

California, Minnesota, and Oklahoma residents only:

Please initial here only if you are requesting a copy of the consumer report prepared on you _____.

SAMPLE

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For

more information, go to www.consumerfinance.gov/learnmore.

- **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 phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau, 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency - Customer Assistance Group, 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center, P.O. Box 1200, Minneapolis, MN 55480 c. FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106 d. National Credit Union Administration - Office of Consumer Protection (OCP), Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street, Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Department of Transportation 1200 New Jersey Avenue, S.E., Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, S.W., Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F St N.E., Washington, DC 20549

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357

SAMPLE

APPLICANT INFORMATION

First Name _____ Middle _____ Last _____ Suffix _____

Education:

School Name/City/State _____

Dates of Attendance/Graduation _____

Degree/Certification _____

Name Used (if differs from above) _____

Professional License:

Type/Number/State/Date Issued _____

Employment (beginning with current employer, please list information for past seven years):

1. Company Name/City/State _____

Dates of Employment/Job Title _____

If currently employed here, may we contact? _____

2. Company Name/City/State _____

Dates of Employment/Job Title _____

3. Company Name/City/State _____

Dates of Employment/Job Title _____

Professional/Work Related References:

1. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

2. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

3. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

4. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

I hereby authorize and request all of the aforementioned educational institutions, licensing agencies, employers, and references to furnish information concerning my past job performance, work history, salary, educational history, and professional license information to BARADA ASSOCIATES or its agents and release the aforementioned and Barada Associates from any liability thereon.

Candidate Signature _____ Date _____

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