

**[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]**

## **CONSUMER CREDIT NOTICE**

As part of its post-offer, pre-employment screening process, the Company conducts background checks on individuals who are offered employment. In addition, the Company reserves the right to conduct additional background checks during your employment if you are hired by the Company.

This offer of employment, and continued employment, is contingent on the Company receiving an acceptable background check, which generally will include your prior employment history, [*include if driving is likely*: driving records, if it is likely that you will be driving in the course of your employment with the Company] and criminal record, if any. In some cases, the background check will include your financial credit history. A financial credit check [*check appropriate box for each applicant*]:

will be conducted for your position

will not be conducted for your position.

The background check for your position will be conducted by [name of reporting agency] ("Agency"). The results of the background check will be considered by the Company in determining your suitability for employment or continued employment.

The Agency will issue a background check report to the Company. The Agency is required to notify you when the report has been issued. The Company will send you a copy of the report at no charge if you check the box below.

Please provide me with a copy of my background check report.

If the Company intends to deny you employment or continued employment based on the background check report, the Company will inform you of the fact in writing in advance of taking any adverse action with respect to your employment and will provide you with (1) a copy of the report, (2) the name and address of the reporting Agency, (3) a statement that the action was based in whole or in part on information contained in the report, and (4) a written description of your rights under the Fair Credit Reporting Act, including your right to dispute the accuracy or completeness of any information contained in the report. [*Optional language*: Before the Company makes a final decision regarding your employment you will have the opportunity to address any

inaccuracies you believe are contained in the report. You may submit a written explanation with five (5) working days of receiving the report from the Company. The Company will take your explanation into consideration before it makes a final decision regarding your employment.]

Please sign below and return this form to [name and address of reporting agency/HR representative] so that the Agency can proceed with the screening process.

I authorize the Company to obtain the above-described information from [name of reporting agency].

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Date

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Signature of Employee