

BACKGROUND VERIFICATION **DISCLOSURE AND RELEASE AUTHORIZATION**

Consumer Report &/or Investigative Report

The Fair Credit Reporting Act is a federal law that regulates all background searches from a third party consumer reporting agency, such as a criminal history search or motor vehicle report, *not just credit reports*.

I. In connection with my application for employment, with RPC Company a temporary staffing agency I understand that a consumer report &/or an investigative report ("Reports") may be procured on me as part of the employment process. I further understand and authorize the release of the Reports information (consumer report &/or an investigative report) to companies ("RPC's Clients") outside of the control of RPC Company that are involved in the temporary employment assignment for which I have applied. I understand that RPC's Clients must be aware of the information on the Reports to determine my suitability for the temporary employment assignment.

I understand that a consumer report &/or an investigative report may include information as to my character, general reputation, personal characteristics, work habits, performance and experience, along with reasons for termination of past employment. Further, I understand that, as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my driving record, court records, education, credentials, credit, workers' compensation injuries and references. Upon employment, and during my tenure with said company, I understand that these same requests, consistent with my current job description or future position, may be required to determine my suitability for continued employment, or part of a future move or promotion, within the company or company subsidiaries.

I understand that I have the right to request, in writing, within a reasonable time, that the consumer reporting agency make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to me within 5 days of the date on which the consumer reporting agency receives the request or within 5 days of the time the report was first requested, whichever is later.

II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

III. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

IV. Minnesota, California and Oklahoma individuals only: if you want a copy of the report(s) ordered, check this box []. The report(s) will be sent to the address you list below, to include pre-employment Credit Reports.

V. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as binding as the original.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company, contacted by RPC Company, SourceHOV LLC, Achievement Tec, or their agent, to furnish the information described in section I.

Signature: _____ Date: _____

APPLICANT: Please print

Name: _____

Address: _____

City, State, Zip: _____

Social Security #: _____

EMPLOYER: Complete this information

Company Name: RPC Company

Address: 14070 Proton Rd
Dallas TX 75244

Employer:

Give copy to applicant / employee, along with *Summary of Rights*. Retain copy for RPC records.

CONTACT: Achievement Tec
PH: 972-701-8603 or 800-333-5852 **fax:** 972-701-8936
e-mail: info@vhrs.com

CONTACT: SourceHOV
PH: 888-339-4462 **fax:** 214-740-6906

**BACKGROUND VERIFICATION
ORDER FORM**

CO Name: RPC Company
LOC/DEPT/PH: Farmers Branch (972) 371-2920 FX: 2922

Full name as it appears on license: _____
Last First Middle

Address: _____
Street City State Zip

Length of time at current address: _____ Below, please list **cities and states** of residence for the past **seven years**.

City State Length of time City State Length of time

City State Length of time City State Length of time

City State Length of time City State Length of time

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purpose; it will not be considered in the employment decision. For purposes of confidentiality, applicant may call or fax the information noted by an * directly to Achievement Tec or SourceHOV LLC.

*Sex: []Female []Male
*Race: []Asian []African-American []Hispanic []White []Other

*Date of Birth: _____ Social Security #: _____

Driver License #: _____ State where license was issued: _____

Maiden / Alias / Previous used names: _____

May your present employer be contacted? []YES []NO []Not employed

I hereby attest to the accuracy of the personal information I have given above and understand it will be used to facilitate the procurement of a Consumer and/or Investigative Report in connection with my prospective and/or continued employment.

[] **I have received a copy of my Summary of Rights, along with a copy of the Disclosure / Authorization form.**

Signature: _____ Today's Date: _____

SEARCH ORDER FORM

[] **COURT RECORDS** Each court is a separate fee
[] Order all court searches under other names given above

[] CRIMINAL: [] FELONY & MISDEMEANOR
[] FELONY ONLY
[] FEDERAL LEVEL

[] CIVIL: [] COUNTY LEVEL
[] FEDERAL LEVEL

[] **NAME TRACE (SSN / ADDRESS HISTORY)**

[] **CREDIT REPORT**

[] **DRIVING RECORD**

[] **REFERENCE CHECK**
Fax Application, Resume &/or Applicant Data Form

[] Previous Employment Verification
[] Personal References

[] **EDUCATION / CREDENTIAL CONFIRMATION**
Fax Application, Resume and/or Data Form

[] Education: Diploma, Degrees, Certificates, GED
[] Credentials / Licenses

[] **WORKERS - COMPENSATION HISTORY**
Employer certifies a conditional job offer has been made

State(s): _____

EMPLOYER - IMPORTANT: Contains sensitive information. Keep only in secured files, separate from personal records

ACHIEVEMENT TEC info@vhrs.com
4220 Proton Rd, #170 PH: (972) 701-8603 FX: (972) 701-8936
Dallas, TX 75244

SOURCEHOV
3232 McKinney Avenue, #1000 PH: (888) 339-4462 FX: (214) 740-6906
Dallas, TX 75204

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if the person has taken action against you because of information supplied by the CRA, if your request the report within 60 days of receiving notice of the action . You also are entitled to one free report every twelve months upon requests if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise the CRA may charge you up to eight dollars.

- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information , the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has received your report be notified of the change.

- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change of your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name , address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is , in fact, an error.

- Out dated information may not be reported . In most cases , a CRA may not report negative information that is more than seven years old: ten years for bankruptcies.

- only to people with a need recognized by the FCRA -- usually to consider and application with a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future list. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

- You may seek damage from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

<u>For Questions or Concern Regarding:</u>	<u>Please Contact:</u>
CRA's creditors & others not listed below	Federal Trade Commission Bureau of Consumer Protection - FCRA Washington, DC 20580 202-326-3761
National Banks, federal branches/agencies of foreign banks (word "National" or initials "N.A" appear in or after bank's name)	Office of Comptroller of the Currency/Compliance Management, Mail Stop 6-6 Washington, DC 20551 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Consumer & Community Affairs Washington, DC 20552 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B" appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal Credit Unions (words "Federal Credit Union" appear in institutions) name	National Credit Union Administration 1775 Duke Street Alexandra, VA 22314 703-518-6360
Banks that are state-chartered or are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commissions	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20205 202-720-7051