

## **NOTICE REGARDING BACKGROUND INVESTIGATION**

In order for you to be eligible for certain project work as part of your employment with Headstrong (the “Company”), we would like to investigate the information that you have provided to us, and other relevant background information, in connection with your employment to determine whether you are a suitable candidate for this certain project work. Accordingly, you may be the subject of a “consumer report”<sup>1</sup> requested by the Company from an outside agency. If you are hired, additional consumer reports may be obtained during the tenure of your employment for employment purposes. The Company may share some or all of the information obtained in a consumer report with a client, agent or other entity who does business with the Company or is in a joint transaction with the Company or for any permissible purpose as defined in Section 604 of the Fair Credit Reporting Act pursuant to the joint user exception to the Fair Credit Reporting Act.

For purposes of your employment with the Company, we typically verify: 1) your criminal history, including any convictions under sex offender statutes; 2) your educational background; 3) your past employment; and 4) in connection with certain positions with the Company, your driving record and/or your credit history. Should you decline to authorize a background investigation, you will be ineligible for certain project work.

In the event that information from a consumer report is utilized in whole or in part in making an adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act before making the adverse decision.

The supplier who completed your consumer report is noted below:

☐ **A-Check America**  
P.O. Box 5615  
Riverside, CA 92517 USA  
Call Toll free: 877-345-2021  
Call Direct: 951-750-1501  
Fax: 951-750-1301  
[www.acheckamerica.com](http://www.acheckamerica.com)

For California Applicants: You may view the file maintained on you during normal business hours and on reasonable notice by contacting the supplier who completed your report.

You may also obtain a copy of this file upon submitting proper identification and paying the cost of duplication services, by appearing at the background check supplier in person, or by mail. You may also receive a summary of your file by telephone. The background check supplier is required to have personnel available to explain your file to you, including any coded information that may appear in your file. If you appear in person, you may be accompanied by one other person of your choice, provided that this person furnishes proper identification.

---

<sup>1</sup> The law defines a “consumer report” as a report which may contain information obtained from an outside agency on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and mode of living which will be used to establish your eligibility for employment.

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

I acknowledge that I have received a copy of the NOTICE REGARDING BACKGROUND INVESTIGATION, and that I have read and understand that notice. I hereby give the Company permission to obtain consumer reports and other background information to be used for employment purposes at any time throughout the tenure of my employment. I also hereby give the Company permission to share some or all of the information obtained in a consumer report with a client, agent or other entity who does business with the Company or is in a joint transaction with the Company or for any permissible purpose as defined in Section 604 of the Fair Credit Reporting Act pursuant to the joint user exception to the Fair Credit Reporting Act.

For California Applicants: I understand that I have the right to make a request to the background check supplier who completed my report as noted by the checkmark on the previous page, upon proper identification, to review the information contained in its files on me which the background check supplier has previously furnished within the two year period preceding my request.

- ☐ Applicants in California only: I request to receive a free copy of a consumer report ordered on me by checking this box.
- ☐ Applicants in Minnesota and Oklahoma: I request to receive a free copy of a consumer report ordered on me by checking this box.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_