

## Applicant Forms Checklist - Comcast

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_

### Required Documents

#### \_\_\_\_ Substance Abuse Acknowledgement

- 1) Give Applicant Policy **BEFORE** they take the drug test 2) Verify they signed acknowledgment **BEFORE** they take the drug test

#### \_\_\_\_ GIS Background Form

- Verify signed and dated

#### \_\_\_\_ Comcast CPNI form

#### \_\_\_\_ Badge request form

- (prefer PDF, must be clear, legible document)

#### \_\_\_\_ Copy of Driver's License/SSC

- (clear and legible)

#### \_\_\_\_ Badge Photo

- Clear headshot white background, no hats or glasses, must be smiling
- 

### \_\_\_\_ Compliance/Safety Checklist for Tech

- 1) Complete the section below by circling Y or N for each item.
- 2) If you do not have a required safety or compliance item, you must provide it or purchase from TAK before you will be allowed to enter the field.

#### \_\_\_\_ Safety PPE

- |                                |       |
|--------------------------------|-------|
| 1) Cones 28" with reflector    | (Y/N) |
| 2) Safety Vest Class 3         | (Y/N) |
| 3) Foreign Voltage Detector    | (Y/N) |
| 4) Boots (1/2inch heel)        | (Y/N) |
| 5) Safety Harness with Lanyard | (Y/N) |
| 6) Hard Hat                    | (Y/N) |
| 7) 28 Foot Ladder w/ Hooks     | (Y/N) |
| 8) Eye protection              | (Y/N) |
| 9) Dust Mask                   | (Y/N) |

#### \_\_\_\_ Compliance Items Needed to be in the Field

- |                            |       |
|----------------------------|-------|
| 1) Comcast Badge           | (Y/N) |
| 2) Comcast Branded Shirts  | (Y/N) |
| 3) Comcast Vehicle Magnets | (Y/N) |

***All forms must be sent to [subcontractors@takcommunications.com](mailto:subcontractors@takcommunications.com)***

## Authorization

**Authorization:** By signing below, you authorize: (a) backgroundchecks.com ("BGC") to request information about you from any public or private information source; (b) anyone to provide information about you to BGC; (c) BGC to provide us (TAK Communications Inc.) one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. BGC may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources. You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is attached to this authorization. If you are a New York applicant, a copy of New York's law on the use of criminal records is attached. By signing below, you acknowledge receipt of these documents.

**Personal Information:** Please print the information requested below to identify yourself for BGC.

Printed name:

\_\_\_\_\_  
First Middle (☐ none) Last

Other names used:

\_\_\_\_\_

Current and former addresses:

_____	current	_____	_____
from Mo/Yr	to Mo/Yr	Street	City, State & Zip
_____	_____	_____	_____
from Mo/Yr	to Mo/Yr	Street	City, State & Zip
_____	_____	_____	_____
from Mo/Yr	to Mo/Yr	Street	City, State & Zip

Some government agencies and other information sources require the following information when checking for records. BGC will not use it for any other purposes.

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Driver's license number & state

\_\_\_\_\_  
Name as it appears on license

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Report Copy:** If you are applying for a job or live in California, Minnesota, or Oklahoma, you may request a copy of the report by checking this box: ☐.

**Contractor Badge Request**

										Security Assigned Badge Number					
<b>Contracted Company Information (Completed by Contracted Company)</b>															
Company Name:				Supervisor Name:				Title:				Date:			
Company Address:						City:			State:		Zip Code:		Nextel Number:		
Office Phone Number:			Mobile Phone Number:			Background Check Date:			Contractor position:						
<b>Contracted Tech Information (Completed by Contracted Tech)</b>															
Last Name:				First Name:				Mi.	Also Known As (A.K.A)						
Driver License Number or State ID						Is State		Expiration Date:		Date of Birth:		Start of work with Comcast			
Tech/Sales #:	Home Address:							City:			State:		Zip Code:		
Race:		Sex:			Height:		Weight:		Hair Color:		Eye Color:		Corrective Lens:		
		MaleFemale			' "		lbs								
Distinguishing Marks/Scars/Tatoos:															
<b>Vehicle Information</b>							<b>Copy of Driver License/State ID</b>								
<b>Company (Assigned)</b>				<b>Personal (Business)</b>				<div>(Place Photo Copy Here)</div>							
Make:				Model:											
Style:		Year:		Company Vehicle #:											
Color:		Lic. Plate Number.:			Issuing State:										
My signature below is acknowledgement that I will receive a Comcast Identification Badge and that the information provided is true. That the identification badge is the property of Comcast and is issued to me with the intent, that it will be used solely by me while working as a contractor for the Contracting Company. I understand that upon my separation from the Contracting Company, I will return this badge to my immediate supervisor. Replacement of this badge for any reason other than defects will result in a replacement fee. I understand that it is my responsibility to report lost or stolen identification badges immediately and that I am not authorized to work without an identification badge. I understand that the information provided above can be used by the Security Department in the course of an investigation.															
Contracted Tech Signature:							Contracting Manager / Supervisor Signature:								

## **EXHIBIT G**

### **CPNI Compliance (Contractor Employee)**

Companies that provide voice services are required to certify to the FCC that it complies with Customer Proprietary Network Information (CPNI) regulations. CPNI rules limit the circumstances under which voice service providers can sell additional services to customers. In addition, the CPNI rules prohibit disclosure of any protected information, so you may only discuss details of customer's voice service account with the customer or someone designated by the customer. Since you may have access to CPNI during the course of your interaction with a voice services customer, you are required to complete training on CPNI. This requirement may be fulfilled when you familiarize yourself with this memo and sign below.

#### **CPNI Rules**

**CPNI** is information regarding an individual customer's voice service, such as how many voice lines a customer has, how the service is arranged or provisioned, and information about to whom, where, how long and how often calls are made to or by a customer. Billing information and most information about a customer's voice service is also CPNI. The customer's name, address and phone number are not CPNI. All traditional telephone, as well as, interconnected VOIP service providers are required by the FCC to keep CPNI secure from unauthorized users. Individuals must not discuss or disclosure any customer's CPNI.

**Doing so may result in disciplinary action up to and including termination of employment and could expose the voice provider to extremely high fines.**

If you mistakenly use CPNI information when speaking with or about a voice provider's customer, or if you become aware of non-approved use of CPNI, immediately report it to management of TAK Communications, Inc.

**I acknowledge that I have read and understand this document.**

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Print Name

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Signature

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Date

**TAK COMMUNICATIONS, INC.**

**Acknowledgement of Receipt of Policy and Consent to Testing**  
**(For Applicants, Contractors and Employees)**

I hereby certify that I have received, seen, and understand TAK Communications, Inc.'s ("Company") Alcohol and Drug Policy, which is incorporated in the Company's Employee Handbook. I agree to comply with the Company's Alcohol and Drug Policy, and understand that failure to comply is grounds for withdrawal of a conditional offer of employment and/or disciplinary or other adverse action, up to and including termination; or, if I am a contractor, rejection for assignment and/or disqualification from assignment.

I consent to submit to drug and/or alcohol testing as and to the extent outlined in the Company's Alcohol and Drug Policy. I understand that such testing may include the use of onsite screens where lawful. I consent to provide specimens at the assigned collection site(s) and, if applicable, onsite.

I consent to the release of the drug and/or alcohol screen/test results to the Company's selected Medical Review Officer (MRO), to the Company's third-party administrator, to and within the Company on a need-to-know basis, to other parties permitted by law to receive the results, and to additional parties in accordance with my written authorization or as otherwise required by applicable federal or state law.

I will be given an opportunity to discuss a positive drug test result with the MRO before the result is reported to the Company as a verified positive. In the event of a post-accident test, the drug and/or alcohol test result(s) may also be provided to a workers' compensation insurance carrier unless prohibited by law.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

I am the parent/guardian of \_\_\_\_\_, and I acknowledge that I understand the Company's Alcohol and Drug Policy. I hereby consent to his/her participation in the drug and/or alcohol testing as and to the extent outlined in the Company's Alcohol and Drug Policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

***NOTE: This Acknowledgment should be retained in a secured file.***

## Disclosure

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We TAK Communications Inc. will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is backgroundchecks.com ("BGC"). BGC's address is P.O. Box 353, Chapin, SC 29036. BGC's telephone number is (866) 265-6602. BGC's website is [www.backgroundchecks.com](http://www.backgroundchecks.com), where you can find information about whether BGC's international privacy practices.

To prepare the reports, BGC may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

You may obtain a copy of any report that BGC provides and BGC's files about you (in person, by mail, or by phone) by providing identification to BGC. If you do, BGC will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification.

If BGC obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

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Signature

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Date

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Printed Name

Do not attach this document to, or include it in, an employment application or any other document.

**EXHIBIT E**  
**COMCAST THIRD PARTY PARTNER REQUIREMENTS**

**INSTRUCTIONS: HAVE EMPLOYEES READ EXHIBIT E AND SIGN EXHIBIT G. SEND SIGNED COPY OF EXHIBIT G TO SIOUX FALLS OFFICE.**

# **Comcast Cable Information Technology**

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## **Third Party Partner Requirements**

### **1.0 Purpose**

This purpose of these requirements is to establish secure standards under which third party companies can remotely access Comcast Information Assets for the purpose of conducting business related to Comcast.

### **2.0 Scope**

These requirements apply to all connections allowing third party companies access to non-public Comcast information assets from a location external to Comcast facilities. These requirements apply regardless of connection type, and include, but are not limited to, dedicated connections, virtual private networks, and dial-up connections.

These requirements apply to all systems connecting to the Comcast network, any systems containing information obtained from the Comcast network, and any systems holding data about Comcast customers, systems, or business operations.

### **3.0 Requirements**

#### **3.1 General**

Third party vendor connections are to be used only for the purposes of conducting Comcast business

The third party vendor is responsible for any Comcast equipment at their premises, excluding activities involving configuration and maintenance of said equipment

Configuration of Comcast equipment at third party vendor locations is only to be done under the direction of authorized Comcast personnel

Third party vendors will only be allowed access to necessary systems, and will be granted the least amount of access to achieve the business objective, as determined by Information Protection and the Firewall Operations Center

All access control mechanisms used to restrict access to Comcast data will be controlled by Comcast and will be located on Comcast controlled equipment

It is the responsibility of all Comcast employees, employees of other companies covered by a Comcast Partner Connection Request, contractors, consultants, and any

other parties with access to Comcast data and/or systems to ensure that all policies and procedures relating to third party access of Comcast Information Assets are followed.

No third party network connection will be granted without a fully completed Comcast Partner Request that has been approved by the appropriate zone security group and a properly executed confidentiality agreement approved by the Comcast legal team.

While Comcast requires vendors accessing its network to take reasonable measures to protect information assets, Comcast provides no assistance to third party partners on matters of network configuration, computer security, or application assistance, other than that which is deemed necessary by Comcast to connect to Comcast Information Assets. Any third party partner needing assistance with these items should be directed to their IT support organization.

### **3.2 Auditing**

Any aspects of third party network connections and third party handling of Comcast Information Assets are subject to inspection and auditing by Comcast or its designated agent, including, but not limited to, on-site inspections of third party partner facilities, inspection of electronic communications traveling between Comcast and the third party partner, third party partner processes and procedures, and electronic assessment of third party partner networks which access Comcast Information Assets.

### **3.3. Processes**

Only third party partner personnel approved through this process are allowed access to Comcast Information Assets.

The third party partner must notify the CPOC immediately when third party partner personnel are no longer using their account for access to Comcast Information Assets.

The third party partner must notify Comcast immediately of any security incident on the third party network that may affect Comcast data, access credentials, or Comcast Information Assets.

The third party partner shall return all Comcast owned equipment upon termination of the third party connection or reimburse Comcast for the replacement cost of said equipment, the cost of which shall be determined by Comcast.

The third party partner shall return or destroy all Comcast proprietary or confidential data that is no longer used to support work currently being performed for Comcast.

The third party partner will notify Comcast immediately of any changes to information contained within the Partner Connection Request, including contacts, authorizers, user information, and location information.

### **3.3. Security**

The third party vendor will provide reasonable security, as determined by software vendor guidance and/or industry consensus standards on computer and network security, to protect any systems connecting to the Comcast network, any systems containing information obtained from the Comcast network, and any systems holding data about Comcast customers, systems, or business operations.

All computers accessing Comcast Information Assets will have up to date operating system security patches and application security patches applied.



All computers accessing Comcast Information Assets will have up to date and properly configured anti-virus software with up to date virus detection signature files. An automated method will be used for keeping anti-virus signature files up to date with the most current release.

All computers accessing Comcast Information Assets and any systems holding information about Comcast customers, systems, or business operations will have controls in place that require the use of strong passwords (at least eight characters, changed regularly, consisting of upper-case and lower-case letters, numbers, and special characters and symbols) to access such information.

All third party vendor systems accessing Comcast Information Assets will be protected by a firewall, either at the network perimeter or at the local computer, which will be configured to block unsolicited and/or unwanted network connections.

#### **4.0 Enforcement**

Comcast has sole discretion in determining the adequacy and completeness of the security controls required by the third party partner.

Any third party partner found in violation of these requirements may have their third party connection suspended.

Comcast may terminate the third party partner connection without notice if it is believed that the connection is adversely affecting the security of Comcast or of Comcast Information Assets.

• **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](http://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 1-888-567-8688.

• **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](http://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:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings</p>

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://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](http://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](http://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](http://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.

	Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the 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, S.W., 8th Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, 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 <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

### **Additional Information about the Fair Credit Reporting Act**

The Summary of Your Rights provided above does not reflect certain amendments contained in the Consumer Reporting Employment Clarification Act of 1998. The following additional information may be important for you:

- Records of convictions of crimes can be reported regardless of when they occurred.
- If you apply for a job that is covered by the Department of Transportation's authority to establish qualifications and the maximum hours for that job and you apply by mail, telephone, computer, or other similar means, your consent to a consumer report may validly be obtained orally, in writing, or electronically. If an adverse action is taken against you because of a consumer report for which you gave your consent over the telephone, computer, or similar means, you may be informed of the adverse action and the name, address and phone number of the consumer reporting agency, orally, in writing, or electronically.