

Consumer Report Disclosure - Authorization for Release

Disclosure of Criminal Conviction Record

The Chicago Transit Authority ("CTA") does not automatically disqualify applicants for employment consideration if they have a criminal conviction record. The CTA considers a number of factors in evaluating criminal conviction records, including the nature of the offense, when it occurred, an individual's rehabilitation efforts, and the relationship between the conviction and an individual's job responsibilities.

However, it is important that CTA be informed of your criminal conviction history in order to properly evaluate your application. You must disclose your criminal conviction history as described below. **Failure to disclose a conviction as stated below may result in you being disqualified from consideration or terminated from employment.**

List A – If you have ANY of the following, provide information about EACH conviction below:

1. Felony convictions (including pleas of guilty, no lo contendere, or no contest)
2. Misdemeanor convictions (including pleas of guilty, no lo contendere, or no contest)
3. Convictions as determined by a judge or a jury
4. Convictions that result in sentences of probation, conditional discharge, or imprisonment
5. Convictions for driving while intoxicated or under the influence (DUI)
6. Convictions for driving on a revoked or suspended license

List B – Do not provide information about any of the following below:

1. Convictions for speeding tickets, running a red light or stop sign, or driving without insurance (or other driving or traffic-related convictions that result in sentences of supervision)
2. Court-sealed or expunged records of conviction or arrest

1. Have you EVER at any point in time been **convicted of a crime?**
(Please note that you are ***not*** required to answer "Yes" if your conviction(s) are limited to the types in List B above.) ☐ YES ☐ NO

NOTE: If you answered **YES** to the question above, please complete the **Conviction Disclosure Record** in addition to this document for each conviction. As part of this hiring process, CTA will obtain your background information from the Illinois State Police (ISP) and FBI and compare information to what you provide on the Conviction Disclosure Record.

2. Are you currently awaiting sentencing on a criminal conviction included in List A above?
☐ YES ☐ NO

Consideration of Consumer Report Information

In connection with your employment or application for employment (including independent contractor assignments, if applicable) and in accordance with pertinent laws, CTA, through its third-party vendor, USIS Commercial Services (a.k.a. HireRight, Inc.), may obtain or assemble consumer reports ("Reports") related to information concerning you: previous employment, academic history, verification of references and verification of other information supplied by you, professional credentials, violation of law and/or company policy, driving record, accident history, credit history, creditworthiness, credit capacity, bankruptcy filings, criminal history records and information about your character, general reputation, personal characteristics and mode of living (collectively, "Information"). Information may be obtained from government agencies, educational institutions, USIS clients, personal references, personal interviews and other information sources (collectively, "Suppliers").

Upon providing proper identification and subject to applicable legal requirements and restrictions, you have the right to request the nature and substance of all Information in USIS's files pertaining to you, as well as information including, but not limited to: (i) whether any Reports have been provided by USIS to other parties; (ii) identification of any Suppliers utilized by USIS in compiling such Reports; and (iii) identification of any recipients of Reports furnished by USIS within certain statutorily-prescribed time periods preceding your request. **USIS may be contacted by mail at P.O. Box 33181, Tulsa, Oklahoma, 74153, or by phone at (800) 381-0645.**

Authorization for Release of Information

I hereby authorize CTA through USIS to obtain Information and disclose Information to CTA for the purpose of making a determination as to my eligibility for employment (including independent contractor assignments), promotion, reassignment, retention, or other lawful purpose. If hired or contracted, I authorize USIS and CTA, if applicable, to retain this document on file to act as ongoing authorization for the procurement and assembly of Reports at any time during my employment or contract period. I agree that Information in USIS's possession and my employment history with CTA if I am hired or contracted may be supplied by USIS to other USIS Customers for legally permissible purposes.

By signing below, I certify that: (i) all information provided to the CTA is complete and accurate; (ii) I have read and fully understand this disclosure and authorization for release; (iii) prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction; (iv) I executed this authorization voluntarily and with the knowledge that the Information obtained pursuant to this authorization could affect my eligibility for employment, independent contractor status, promotion, reassignment, reinstatement to duty, retention, or other lawful purpose; (v) I understand I may review this document with legal counsel prior to signing; (vi) I authorize USIS and any person or entity contacted by USIS to furnish the above-mentioned Information; and (vii) facsimile or e-mail copies of this authorization are as valid as an original.

Applicant Name (please print): _____

Applicant Signature: _____ Date (MM/DD/YY): _____

SECTION A: PERSONAL INFORMATION

Name (first, middle, last): _____

List maiden name and/or all other names or alias by which you have known and the year(s) used below:

For Identification Purposes Only

Date of Birth (MM/DD/YY): _____ City, State, Country of Birth: _____

Sex: ☐ Female ☐ Male

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander ☐ Two or More Races ☐ White

Height: _____ Weight: _____ lbs. Hair Color: _____ Eye Color: _____

SSN: _____

Driver's License or State ID Number: _____ State Issued: _____

SECTION B: ADDRESS HISTORY

Current Home Address: _____

City: _____ State: _____ Zip Code: _____

Date moved to present address (MM/YY): _____

List your previous addresses for the past seven (7) years below. Attach additional paper if more space is required. Include city, state, zip code, and dates of residence (MM/YY-MM/YY). If none, write "N/A."

SECTION C: CONTACT INFORMATION

Primary Phone Number: _____ Alternate Phone Number: _____

E-Mail Address: _____

FOR OFFICE USE ONLY

HR Representative: _____ Position: _____

Date Fingerprinted: _____ Date of HR Background Check: _____ HR Background Check Ordered By: _____

Date Received: ISP: _____ FBI: _____ HireRight: _____ Approved: _____ Pending: _____

FCRA Sent: _____ Info Received: _____ Disapproved: _____ Approved: _____

TCN#: _____