

BACKGROUND SCREENING REPORT DISCLOSURE & AUTHORIZATION FORM

**THIS DOCUMENT CONTAINS IMPORTANT INFORMATION
PLEASE READ IT CAREFULLY**

This form is being provided to you because **Microsoft (China) Co., Ltd.** would like to obtain a background screening report(s) through First Advantage Beijing Co Ltd. in connection with your employment application. Should you become employed by Microsoft China, the company may also wish to obtain additional background screening report(s) during the course of your employment. A background screening report(s) is requested in order to establish your eligibility for employment purposes. This includes decisions such as hiring, firing, promotion, reassignment, or transfer. Microsoft China may also use this information to verify the accuracy of the information you provided in your employment application. A background screening report(s) typically includes verifications of your education and employment history, verification of your national ID, passport number, any professional licenses you may hold, criminal records and court records. The screens may also include a check of the Office of Foreign Assets Control list, the Bureau of Industry & Security Denied Persons list, and the Directorate of Defense Trade Controls Parties Debarred list. Any screening report obtained by Microsoft may be communicated among Microsoft's affiliates or subsidiaries to avoid redundant background screening in case you apply for another position with any of Microsoft's affiliates or subsidiaries, or for other legitimate purposes. If you do not want Microsoft to communicate such information among its affiliates or subsidiaries, you must notify your recruiter immediately. Before taking any action based on the screening report(s), Microsoft China will provide you with information to assist you should you wish to challenge the accuracy of the reporting agency's account.

The background screening report(s) will be obtained from:

First Advantage Beijing Co Ltd., Room1208, Bldg 2, Zhubang 2000 Business Center, 99 Balizhuang Xili, Chaoyang District, Beijing 100025

AUTHORIZATION

I have read and understand this notice and I authorize Microsoft China to obtain a background screening report in conjunction with my application for employment and to share such report with any of Microsoft China's affiliates or subsidiaries, including those outside of China, subject to applicable privacy laws, if any. I understand that this consent will apply during the course of my employment with Microsoft China, should I obtain such employment, unless I revoke or cancel my authorization by sending a signed letter or statement to Microsoft China at any time, stating that I revoke my consent and no longer allow Microsoft China to obtain background screening reports. I further understand that all of the information contained in my job application or otherwise disclosed to Microsoft China by me may be utilized for the purpose of obtaining the background screening report(s). I confirm that all such information is true and correct, and I understand that Microsoft China may verify the truth of this information. I authorize without reservation any party or agency contacted by Microsoft China or First Advantage Beijing Co Ltd. to furnish the above-mentioned information. I hereby acknowledge and agree that I release all related parties from any possible legal liabilities in respect of such verification and disclosure of my personal verification. I hereby acknowledge that a photocopy of this letter of authorisation has the same authority as original.

(Print Your Name in English Character/请用汉语拼音拼写您的姓名)

(Date / 签字日期)

(Sign Your Name / 请签字)

背景筛查报告 披露与授权表

本文件包含重要信息
请仔细阅读

向您提供本表，是因为**微软（中国）有限公司**希望通过**首优咨询北京有限公司**，就您的工作申请取得背景筛查报告。倘若您成为微软中国的雇员，公司在您受雇期间还可能希望取得附加的背景筛查报告。要求背景筛查报告，是为了确定您的受聘资格。这包括聘用、解聘、晋升、重新指派，或者转岗等决定。微软中国也可使用这些信息核实您在工作申请中提供信息的准确性。背景筛查报告一般包括核实您的教育和工作历史，您的身份证、护照号码、您持有的职业许可、犯罪记录以及法庭记录。筛查也可能包括检查海外资产控制办公室名单、产业与安全局拒绝名单及防务贸易管制理事会禁名单。微软取得的筛查报告，可在微软的关联公司或子公司间传达和共享，以免在您向任何微软关联公司或子公司申请其他职位时重复进行背景筛查，或者因为其他合法的目的。如果您不希望微软在其关联公司或子公司之间传达这些信息，您必须立即通知您的招聘人员。基于筛查报告采取行动之前，微软中国将向您提供信息，以便在您想对报告公司记录的准确性提出质疑时给予协助。

将从以下单位取得背景筛查报告：

首优咨询（北京）有限公司，北京朝阳区八里庄西里 99 号住邦 2000 商务中心 2 号楼 1208 室，邮编：100025

授权书

我已阅读并理解本通知，我授权微软中国根据适用的隐私法律（如有），就我的工作申请取得背景筛查报告，并与微软中国的任何关联公司或者子公司共享这些报告，包括中国境外的这些机构。我理解该项同意适用于我若受聘微软中国期间，除非我在任何时间通过向微软中国寄送签字信件或声明表明我撤销同意并且不再允许微软取得背景筛查报告，以此撤回或取消我的授权。我亦理解，为取得背景筛查报告，可利用我的工作申请中包含的全部信息或我另行披露给微软中国的全部信息。我确认全部信息真实、正确，我理解微软中国可核实这些信息的真实性。我无保留地授权接获微软中国或首优咨询及其关联公司连系的任何个人或机构提供上述信息。我现确认并同意，我向一切相关当事人免除就如此核实和披露我的个人信息的任何法律责任。我现确认，本授权书的影印件与原件具有同等效力。