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## Candidate Information Form

Pre-saved electronic signatures will NOT be accepted. Your live signature using a stylus pen, mouse/mousepad, or your finger will be REQUIRED on page 2, 3 and 5. If you are unable to create a live (one-time) electronic signature within the form, please print the form, hand sign and then scan/email or fax your completed authorization form back to me at your earliest convenience.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Current Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Title of Position Offered \_\_\_\_\_

Email Address \_\_\_\_\_

### For Driving Roles Only

Please complete **only** if license is required for the position (refer to email regarding background authorization, if MVR is stated, provide information below):

Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ State \_\_\_\_\_

### Professional Credentials - Certification, Designation or License (if applicable) Examples - RN, CPA, Adjuster license

Credential #1                      Credential #2                      Credential #3

Granting Organization/Government Entity \_\_\_\_\_

Name Used on Certificate/Designation \_\_\_\_\_

Effective Dates \_\_\_\_\_

### For Degree Holders Only

Degree #1                      Degree #2

Name of University/College \_\_\_\_\_

Location Attended (Branch Campus) \_\_\_\_\_

Name of Attendee (Name used while attending) \_\_\_\_\_

Degree Attained \_\_\_\_\_

### Criminal Conviction - ERIE requests the following information to comply with the Violent Crimes Control and Law Enforcement Act.

Have you ever been convicted of a felony involving breach of trust or dishonesty? \* \*\* ☐ Yes ☐ No

\* To determine whether a felony involves breach of trust or dishonesty, contact the Department of Insurance for the state in which you are seeking employment for guidance.

\*\* If you are an IL, IN or NC candidate, and you have a sealed or expunged record you are not obligated to disclose such sealed or expunged records of a felony conviction.

If yes, date of conviction \_\_\_\_\_ county and state \_\_\_\_\_

List conviction(s), date(s) and rehabilitation since conviction (A criminal conviction will not necessarily be a bar to employment, each case is considered on its merits. A conviction which is substantially related to the functions or qualifications of the positions for which you are applying may/will be taken into consideration):

I certify that all information on this form is accurate and complete to the best of my knowledge. I understand and agree that any misrepresentation, omission, false or incomplete answer or statement by me may cause ERIE to eliminate me from further consideration for employment, or if hired, to immediately terminate my employment, whenever it is discovered.

I authorize ERIE or its agents to verify all statements contained in this application for employment and/or my resume to the extent permitted by federal, state or local law. To the extent permitted by federal, state, or local law, I release all parties from any liability arising out of this provision and the use of such information.

I understand that any offer of employment is conditional upon complying with ERIE's requirements, which may include, but not be limited to, depending upon the job position and applicable law: executing a separate Consent and Authorization to conduct a background check, a review of references, a review of background check information including criminal conviction information, successful completion of a post-offer/pre-employment drug test and negative drug test result, all in accordance with applicable law.

I understand that ERIE recommends that I do not resign from my current job until satisfactory post-offer, pre-employment checks are received and processed. I hereby understand and acknowledge that any employment with ERIE is of an "at will" nature, which means that I may resign at any time, and ERIE may discharge me at any time with or without cause or advance notice. I understand that nothing in this form or the application for employment should be considered an offer or contract of employment.

I understand that employment with ERIE is contingent upon providing, at the time of employment, proof of identity and authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. I also understand that ERIE may request that I execute other documents, including, but not limited to, agreements regarding training, trade secrets, confidential information, business ethics, and conflicts of interest).

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

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORT OR INVESTIGATIVE  
CONSUMER REPORT FOR EMPLOYMENT PURPOSES

TO: ERIE APPLICANT

Please be advised that Erie Indemnity Company may use a consumer reporting agency to obtain a consumer report ("Report") or investigative consumer report as part of its hiring process. Further, please be advised that, to the extent permitted by law, Erie Indemnity Company may obtain further Reports from a consumer reporting agency so as to update, renew, or extend your employment at any time during your employment relationship.

Reports provided by a consumer reporting agency may include information regarding your character, general reputation, personal characteristics, mode of living, and credit standing.

If an investigative consumer report is requested, you may request a copy of the federal Fair Credit Reporting Act Summary of Rights as well as information regarding the nature and scope of any requested investigative consumer report.

I hereby acknowledge receipt of this disclosure.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

07/2018



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**AUTHORIZATION AND CONSENT TO OBTAIN CONSUMER REPORT OR INVESTIGATIVE  
CONSUMER REPORT FOR EMPLOYMENT PURPOSES**

Consistent with the written disclosure provided to me today, I hereby consent to and authorize Erie Indemnity Company (“the Company”) to obtain a consumer report and/or investigative consumer report (Report”), from any of the following: National Student Clearinghouse, Wheels, LexisNexis Consumer Center, E-Verifile, JDP, National Insurance Producer Registry (NIPR), all consumer reporting agencies for employment purposes as part of the Company’s hiring process. If hired, I also consent to the Company obtaining further Reports from a consumer reporting agency for an employment purpose at any time during my employment.

If an investigative consumer report is requested, I understand that I may request a copy of the federal Fair Credit Reporting Act Summary of Rights as well as information regarding the nature and scope of any such requested investigative consumer report.

☐ **Minnesota and Oklahoma applicants and residents.** I have the right to request a copy of any Report obtained by the Company from a consumer reporting agency by checking the box. (Check only if you wish to receive a copy).

**Minnesota applicants only.** You may request a complete and accurate disclosure of the nature of any Report obtained by the Company.

**NY applicants only.** I also acknowledge that I have received a copy of Article 23A of New York’s Correction Law, set forth below. I further understand that upon request I will be advised if any investigative consumer reports are requested and provided the name and address of the consumer reporting agency, and I may receive a copy of any Report by contacting such agency.

**Washington State applicants only.** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**MA and NJ applicants only.** You have the right to request an investigative consumer report from a consumer reporting agency. If one has been requested, the specific nature and scope of the Report requested will be as follows criminal, education, and MVR (if applicable), NIPR.

I hereby provide my ongoing consent for the COMPANY and/or its authorized representative, to obtain Reports from a consumer reporting agency, during my employment relationship with ERIE.

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Print Name

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Signature

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Date

#### NEW YORK CORRECTIONS LAW ARTICLE 23-A

##### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

#### Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted  
of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal  
conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

#### ARTICLE 23-A

##### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or



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(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.