



CREATIVE SERVICES, INC.

"Your partner in the employee selection process"

International Background Check Disclosure and Consent

In connection with your application for employment within Northeastern University (the "Company"), the Company will conduct a background screening to determine your suitability for employment as described in this International Background Check Disclosure and Consent (the "Authorization").

For the purposes of background screening and checking your suitability for employment with the Company, the Company or its agents, including Creative Services, Inc. (CSI) and agents acting on its behalf (collectively the "Agents"), may carry out various background checks which include, but are not limited to, the following: any criminal background; employment history; education or qualifications; professional license verification; consumer credit history; military service; driving record; general public records history and any other matters related to your suitability for employment with the Company. The nature and scope of the screening will be determined by the Company and might not include all possible checks. All screening will be conducted to the extent applicable law allows.

You acknowledge and agree that this process may include the collection, processing and transfer of "sensitive data" as defined under local data protection regulations.

All such information shall be held in confidence by the Company and the Agents acting on its behalf and in accordance with applicable law and will be collected, used, disclosed and transferred only as reasonably necessary for the purposes of determining your suitability for employment with the Company.

You acknowledge and agree that third parties may possess the information described above that is necessary to conduct the background screening and understand that such information may be provided to the Company (either directly or indirectly) or the Agents acting on its behalf by those third parties. To this end, you hereby authorize, without reservation, any law enforcement agency, administrator, local or federal agency, institution, school or university (public or private), information service bureau, or former employer to furnish any and all background information requested by the Agents acting on behalf of the Company, and/or the Company itself. You agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. The Company and the Agents may also need to disclose personally identifiable information about you provided to the Company and the Agents by you to third parties such as governmental agencies, educational institutions, previous employers and research partners in order to verify the information you have provided.

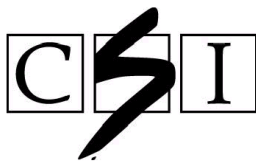
YOU AUTHORIZE, WITHOUT RESERVATION, ANY GOVERNMENT AGENCY EDUCATIONAL INSTITUTIONS, PREVIOUS EMPLOYERS AND RESEARCH PARTNERS CONTACTED BY THE COMPANY OR ITS AGENTS, TO FURNISH THE ABOVE REFERENCED INFORMATION.

You also understand and agree that as part of this process your personally identifiable information, including but not limited to sensitive data such as your name, date of birth, and social security number, may be transferred outside of the country in which it was collected, including to those that do not have similar laws regarding data protection, and you expressly agree to the transfer of your personal information to and from the Company and the Agents acting on its behalf wherever located, including the United States of America. Under the laws of the European Union the United States of America is not considered a country that provides an adequate level of protection for personal data from the European Union; **specifically, (1) the United States does not currently offer a direct method of legal redress for citizens of the EU who have privacy complaints and (2) under United States law government agencies and courts of the United States may have broad access to your personal information.** Therefore data sources located in the European Union may not transfer personal information necessary for the purpose of completing the background check without your consent.

The Company and the Agents acting on its behalf shall undertake reasonable steps to prevent: unauthorized or accidental destruction, alteration or disclosure of; accidental loss of; unauthorized access to; misuse of; unlawful processing of; or damage to, the personal information that is collected about you during this process.

In accordance with applicable laws and subject to the restrictions or exceptions provided therein, you may access your personal information retained by the Company or the Agents and, if applicable, have it rectified or updated by filing a written request to [Northeastern University and CSI (address information below)]. Your personal information will be kept for a maximum of two (2) years from the time of the last contact made with you in the application process, and if hired, for the duration of your employment, unless otherwise required by law.

CSI Proprietary & Confidential



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You understand and acknowledge that conducting the background screening or the provision of information to the Company does not constitute an offer of employment or mean that you will receive an offer of employment from the Company.

You may revoke this consent any time prior to completion of the background report; however, once the background report has been completed the purpose of the processing will be complete. In some cases your decision to withhold or revoke consent may result in the Company's inability to hire you (example: if you have applied for a position for which the Company is required by law to review your criminal history).

Neither the Company nor any of its Agents, employees or third party service providers shall be permitted to use your personal information for marketing or any reason other than the above listed purpose, for which it has been collected; nor shall any of these parties transfer your information to a third party that would use or share your information for an unauthorized purpose. Each of these parties is required to maintain reasonable organizational, technical and administrative safe guards for information submitted or otherwise collected.

CONSENT

I, _____, the undersigned, understand that some or all of the personal information necessary for the purpose of completing a background report on me in connection with my application for employment, or other contract for service, is currently stored in the European Union and that this information may be requested by entities located in the United States of America, a Third Country that has not been deemed to offer adequate protection for personal data from the European Union.

I consent and authorize the Company and any individual, entity, agency, authority or court holding my personal information within the European Union to transfer my personal information to the Company, its Agents and/or to their affiliates, employees, and third party service providers who need to access my information for the purpose of creating a background report and providing me access to that information, but for no other purpose, including but not limited to Creative Services, Inc. and its authorized Agents, located in the United States of America.

I also consent and authorize the Company, Creative Services, Inc., their Agents and/or their affiliates, employees, and third party service providers who have a need to process my information for the stated purpose and who have obtained my personal information under this consent to transfer information among one another as necessary to fulfill the purpose of preparing a background report and providing me access to that information, but for no other purpose.

Print Name: _____
Last Name First Name Middle Name Maiden Name

Signature: _____ Date: _____

If you have any questions regarding this Authorization please contact Creative Services, Inc. Attn: International Department 64 Pratt Street, Mansfield, MA 02048.



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INTERNATIONAL APPLICANT DATA FORM

To ensure accuracy, you must print in **BLOCK LETTERS** and complete this form in its entirety

PLEASE NOTE: Applicants may be required to complete additional forms mandated by local authorities. Photocopies of proof of identification are for identification purposes only so that CSI can accurately proceed with the assembly of criminal record information and other pre-employment related verifications. CSI holds all personal information confidential. All supporting documentation provided during the background check process (including special letters of authority, identity documents, certificate copies) and all other sensitive personal information will be destroyed at the completion of the investigation process in accordance with CSI's prescribed data retention policy.

Full Name of Candidate:

Surname/Last Name

Given 1/First Name

Given 2/Middle Name

Birth and/or Maiden Name

Other names used, either past (name while resident overseas) or present, including aliases or nicknames:

Birth Date:

Month

Day

Year

☐ Male

☐ Female

Place of Birth:

Check One

City

State/Province

Country

IDENTITY INFORMATION

(required only for criminal record requests)

Country of Passport: _____

Passport Number: _____

Expiration Date: _____

Clear Photo Copy of Passport attached: ☐ Yes ☐ No

OVERSEAS RESIDENTIAL ADDRESS HISTORY

Full Residential mailing addresses of applicant while overseas including postal code - Post Office Boxes are not acceptable. If applicant can't remember the residential address then request they provide work address as an alternative. If additional address space is required please attached additional information on separate sheet. Client's requesting only one overseas jurisdictional criminal search from a specific country then only provide relevant address information in Address Blocks 1 & 2.

Please provide your CURRENT ADDRESS

Address (1):

Unit # / House No:

Street

City

Province

Country

Postal Code

Dates of Residency at Address (1): **From:** _____ **To:** _____

Address (2) (overseas):

Unit # / House No:

Street

City

Province

Country

Postal Code

Dates of Residency at Address (2): **From:** _____ **To:** _____

Address (3) (overseas):

Unit # / House No:

Street

City

Province

Country

Postal Code

Dates of Residency at Address (3): **From:** _____ **To:** _____

Criminal Record Disclosure

(required only for criminal record requests)

I understand that failing to provide accurate information or omission of facts on this form may disqualify me from consideration for employment or subsequent termination if I am employed.

Candidate's Initials: _____

Have you ever been convicted of a criminal or summary conviction offence (non-spent) overseas for which you have not been pardoned? ☐ Yes or ☐ No

If Yes, please provide details on ALL non-spent convictions (if more space is needed, please attach additional pages as required):

| Offence | Date | Location | Penalty |
|---------|------|----------|---------|
| | | | |
| | | | |

Disclaimer: The existence of a conviction will not preclude you from consideration for employment. Details of the offence are requested to enable a potential Employer to determine whether the offence is related to your employment or intended employment.

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