

# NatureBridge

## Pre-Employment Screening

### DISCLOSURE STATEMENT

For everyone's benefit, NatureBridge has a policy of requiring a pre-employment background screening report on new job applicants. This policy is a professional necessity that protects those we serve by helping to promote a safe and secure workplace. It is not a reflection on any applicant and should certainly not be taken personally. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with all applicable state and federal laws and your privacy and legal rights are strictly protected. The research is conducted by an outside agency – General Information Services. If you have any questions or concerns about this program, please contact the Human Resources Department.

1. **A Consumer Report** consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning my driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personnel references.
2. **A Consumer Report** may also include reference checks from former employers or references provided by the job applicant. Any reference check is strictly limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. If the employer obtains such a report, you have the right to request additional disclosures of the nature and scope of the investigation. To receive a statement of your rights and to inspect any files concerning such a report, contact the employer.
3. IN USING A CONSUMER REPORT FOR EMPLOYMENT PURPOSES, BEFORE TAKING ANY ADVERSE ACTION BASED IN WHOLE OR IN PART ON THE REPORT, THE PERSON INTENDING TO TAKE SUCH ADVERSE ACTION SHALL PROVIDE TO THE CONSUMER TO WHOM THE REPORT RELATES A COPY OF THE REPORT AND A DESCRIPTION IN WRITING OF THE RIGHTS OF THE CONSUMER UNDER THIS TITLE, AS PRESCRIBED BY THE FEDERAL TRADE COMMISSION SECTION 609(c) (3).
4. **California Provisions:** In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals show proper identification and pay for any costs involved; the applicant may be accompanied by one other person who must show proper identification; and trained personnel will explain any of the information in the report and will provide written explanation for any coded information.

I, \_\_\_\_\_, hereby consent and authorize NatureBridge and/or, General Information Services (GIS) on the employer's behalf, to prepare a consumer report for employment purposes.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

NatureBridge  
**RELEASE AND AUTHORIZATION**

\_\_\_\_ 1055

\_\_\_\_ HI

\_\_\_**X**\_\_\_ OPI

\_\_\_\_ YI

I, \_\_\_\_\_, in connection with my application for employment at NatureBridge, hereby authorize the **Employer** and its authorized agent, **General Information Services, Inc. (GIS)**, to perform a pre-employment background screening check (including future screenings for retention and promotion if applicable unless revoked in writing). I understand and agree to the following:

1. **A background check is not only for the benefit of the company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant; I HAVE SIGNED A SEPARATE DISCLOSURE DOCUMENT CONCERNING MY RIGHTS.**
2. All reports are **confidential** and provided to the above employer for employment decisions only. Reports are done in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act, anti-discrimination and privacy laws and all other applicable federal and state laws. **GIS** does not make or give any hiring opinions;
3. **I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or ESR;**
4. I further release all of the above, including the employer and **GIS**, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me;
5. I agree that a copy or fax of this document shall be as valid as the original; **GIS** may contact me by phone to clarify information.  
**Please indicate the following:**
6. Have you ever been convicted of a crime? (Please exclude convictions for minor marijuana related offenses, convictions that have been sealed or legally eradicated and misdemeanor convictions for which probation was completed and the case was dismissed.) Yes No
7. Are you currently out on bail or released on your own recognizance pending trial? Yes No
8. If the answer to either one is YES, please explain (an affirmative answer to any of the above will not necessarily disqualify you from employment).

Your signature \_\_\_\_\_ Date \_\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

**PLEASE PRINT CLEARLY. ANY INFORMATION THAT IS NOT LEGIBLE WILL CAUSE DELAY.**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name Middle Name Social Security Number

Mo \_\_\_\_\_/day \_\_\_\_\_/year \_\_\_\_\_  
Date of Birth Former Names/other names used Date of Name Change

\_\_\_\_\_  
Name as it appears on Drivers License Driver's License Or I.D. Number State of Issue

**May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_**

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST **SEVEN** YEARS INCLUDING ZIP CODES (USE BACK IF NEEDED)

CURRENT : \_\_\_\_\_  
FULL STREET ADDRESS APT. # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT. # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT. # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT. # CITY STATE ZIP CODE YEARS

CHECK HERE IF ADDITIONAL ADDRESSES ON BACK \_\_\_\_\_