

NOTICE, DECLARATION AND AUTHORIZATION FOR BACKGROUND VERIFICATION - APPLICANTS FOR EMPLOYMENT

Please read carefully the Notice below. It provides important information to you regarding the collection, use, transfer and storage of your personal information for purposes of verifying your background in connection with your employment or application for employment. Following the Notice, you will be asked to authorize the background verification as described in the Notice.

NOTICE REGARDING BACKGROUND INVESTIGATION

Purpose For Collecting And Using Data:

_____ (“Company”) has engaged an outside agency, HireRight, Inc. (or its designee) (“HireRight”), to research, verify and provide a report to Company regarding your background as it relates to your employment or application for employment by Company. Company will use the information in the report provided by HireRight to determine your eligibility for employment or ongoing employment by Company.

Information That Will Be Collected:

The types of information HireRight may collect, research and verify on behalf of Company may include information relating to your identity, address history, professional standing, work history, educational history, qualifications, driving record, military record, credit history and/or criminal record history (but only to the extent applicable law allows). The Company and its representatives may also collect and verify such background information about you. The specific information that will be collected and maintained about you will be determined by Company and will depend on the nature of your role and Company’s policies. You may contact Company if you have any questions about the specific information that will be collected about you.

HireRight will use any appropriate and reliable source to conduct this research and verification, including but not limited to, the following: current and past employers, criminal conviction records, motor vehicle or driving records, military records, identity records, school/educational records and professional and personal references.

Transfer and Storage of Personal Information:

HireRight will receive your personal information from Company and you. HireRight and its representatives will then research, verify and process your personal information. To the extent necessary to perform its research and verification, HireRight may provide some of your personal information to third parties, who may be located in the United States or other countries. These third parties may include employers, educational institutions, referees or HireRight’s representatives who are performing specific research in connection with your background verification. HireRight will prepare a report that compiles the results of its research and verification, and will provide that report to Company.

HireRight will maintain your personal information on a server in the United States. HireRight is self-certified under the United States-European Union Safe Harbor Framework, and is committed to protecting the personal information that HireRight receives about individuals.

Consequences For Not Consenting:

You may refuse to provide your consent to the collection of information as described in this Notice, but doing so may cause delays in Company determining your eligibility for employment or continued

employment and/or may have other consequences. You may contact Company should you have questions regarding such consequences.

DECLARATION AND AUTHORIZATION OF BACKGROUND VERIFICATION

Subject Declaration of Accuracy:

I declare that, to the best of my knowledge, any information that I have provided to Company and HireRight in connection with my application for employment is true, correct and complete and that any falsification or misrepresentation of information that I have provided (or any omission of relevant information) may result in the removal of my application from consideration or, if it is discovered once I am employed, the termination of my employment.

Authorization To Collect and Transfer Data:

I authorize the collection, transfer, use and storage of my personal information as described in the above Notice. Without limiting the foregoing:

1. I authorize Company to provide my personal information to HireRight for the purpose of conducting my background verification.
2. I authorize Company and HireRight to research and verify my personal information by contacting relevant third parties. I authorize Company and HireRight to provide my personal information to such third parties as necessary to conduct this research and verification.
3. I authorize any individual, corporation or other private or public entity to provide the Company and HireRight and their representatives all relevant information about me.
4. I authorize HireRight to provide Company the results of its research and verification and any personal information HireRight has collected about me while conducting its research and verification.
5. I authorize Company to use the information collected about me by HireRight for the purpose of determining my eligibility for employment or continued employment by Company.

I understand and authorize that the information that may be collected, researched and verified about me may include, but is not limited to, information relating to my identity, address history, professional standing, work history, educational history, qualifications, driving record, military record, credit history and/or criminal record history. I understand that information will only be collected the extent applicable law allows, and that I may contact Company to obtain additional information about the specific information that will be collected about me.

I agree to assist HireRight and the Company and their representatives in verifying and collecting this information and to provide any additional information requested in connection with my application for employment with the Company.

Authorization To Transfer Data To The United States (And Other Countries):

I understand and consent that my personal information will be researched, verified and processed by HireRight and its representatives in the United States and other countries, and will be maintained by HireRight on a server in the United States.

Ongoing Authorization:

Unless I submit my revocation to the Company, this Notice, Declaration and Authorization, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested by Company in connection with my application for employment and/or any resulting employment with Company. I understand that nothing herein should be construed as an offer of employment.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____