



**NOTICE AND AUTHORIZATION CONCERNING CONSUMER  
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because **Edge Green Cleaning** ("Company"), may request consumer reports or investigative consumer reports about you from a third party company engaged in the business of collecting this type of information ("Screening Agent") for the purposes set forth below in "Authorization." The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories ("Screening Reports"). The information contained in these reports may be obtained by a Screening Agent from public record sources or through personal interviews with your co-workers, neighbors, friends, associated, current or former employers, or other personal acquaintances, and may contain information about your background, character, and general reputation.

**AUTHORIZATION:**

I have carefully read and understand this notice, and by my signature below, I authorize the Company to procure Screening Reports as defined above from a Screening Agent and certify that the information provided below is true and correct. I understand that the Company may use the Screening Reports for the following purposes: (1) in conjunction with my engagement by the Company, (2) during my relationship with the Company for purposes of evaluating my suitability for continuing the relationship, or (3) in the event that claims or disputes between me and the Company arise and it becomes necessary for the Company to respond to such claim or dispute by obtaining such information, whether the claim or dispute arises before or after my engagement by the Company. I further agree that this consent shall be in full force and effect for the duration of my engagement or employment by the Company, and I specifically understand that it is necessary that I provide my full name, Social Security Number, date of birth and home address(es) for the completion of the Screening Report.

I hereby authorize all persons and entities, including but not limited to, businesses, corporations, former employers, credit agencies, governmental agencies, law enforcement authorities, educational institutions, state insurance departments, private regulatory agencies and all military services, to release all written and verbal information about me to the Company or the Screening Agent. I release and hold each harmless from all liability and responsibility for doing so.

I further understand that any and all information contained in my resume or otherwise disclosed to the Company by me before, during or after my engagement or employment by the Company may be utilized for the purpose of obtaining the Screening Reports requested by the Company and confirm that all such information provided in connection with my contract with the Company is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or engagement or a promise of continued engagement.

I further understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act and may have additional rights under relevant state law. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_-\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Date**

Please note the following information is requested for background screening and verification purposes only, in strict compliance with EEO

Age Discrimination Act guidelines, and has no role in the selection process.  
**Edge Green Cleaning** is an equal and opportunity/affirmative action employer and does not discriminate in hiring or terms and conditions of employment based on an individual's race, creed, color, sex, age, marital status, religion, veteran status, disability, national origin, sexual orientation, citizenship, or other protected class.

**PLEASE PRINT CLEARLY**

**First Name**

**Middle Initial**

**Last Name**

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**Street Address**

**City**

**State**

**Zip**

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**Driver's License No.**

**State of License**

**Date of Birth**

List other **CITIES, COUNTIES, STATES & ZIP CODES** you resided or were employed during the last 7 years:

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List all other **NAMES**, (i.e., Maiden) known by during the last 7 years. \_\_\_\_\_

**California, Minnesota & Oklahoma Residents Only:** If a consumer investigative report is ordered, would you like a copy mailed to your home address listed above? \_Yes \_No

## **FCRA DISCLOSURE AND AUTHORIZATION**

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**All applicants for employment:** Please read carefully before signing below:

As part of its employment process, I understand that, as a condition of my consideration for employment with **Edge Green Cleaning**, "Company" or as a condition of my continued employment with Company, Company may obtain or have prepared a consumer investigative report that includes, but not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security number verification, address history, criminal and civil history, personal interviews, professional reference interviews, driving histories, professional licensing, public records or information obtained from governmental or law enforcement agencies, and any other information bearing on my character, general reputation, personal characteristics, qualifications, skills and trustworthiness.

I understand that upon written request to Company, I will be informed whether a consumer investigative report was requested, and given full information as to the nature and scope of such investigation.

By signing below, I hereby authorize and consent to Company's procurement of such a report as part of its preemployment background investigation process. If I am offered employment by Company, I further authorize the above-named company to obtain additional consumer investigative reports on me for employment purposes at any time throughout the duration of my employment.

By signing below, I also acknowledge that Company has provided me with a summary of my rights under the Fair Credit Reporting Act.

\_\_\_\_\_

**Name (Print)**

\_\_\_\_\_

**Name (Signature)**

\_\_\_\_\_

**Date**

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

A person has taken adverse action against you because of information in your credit report.

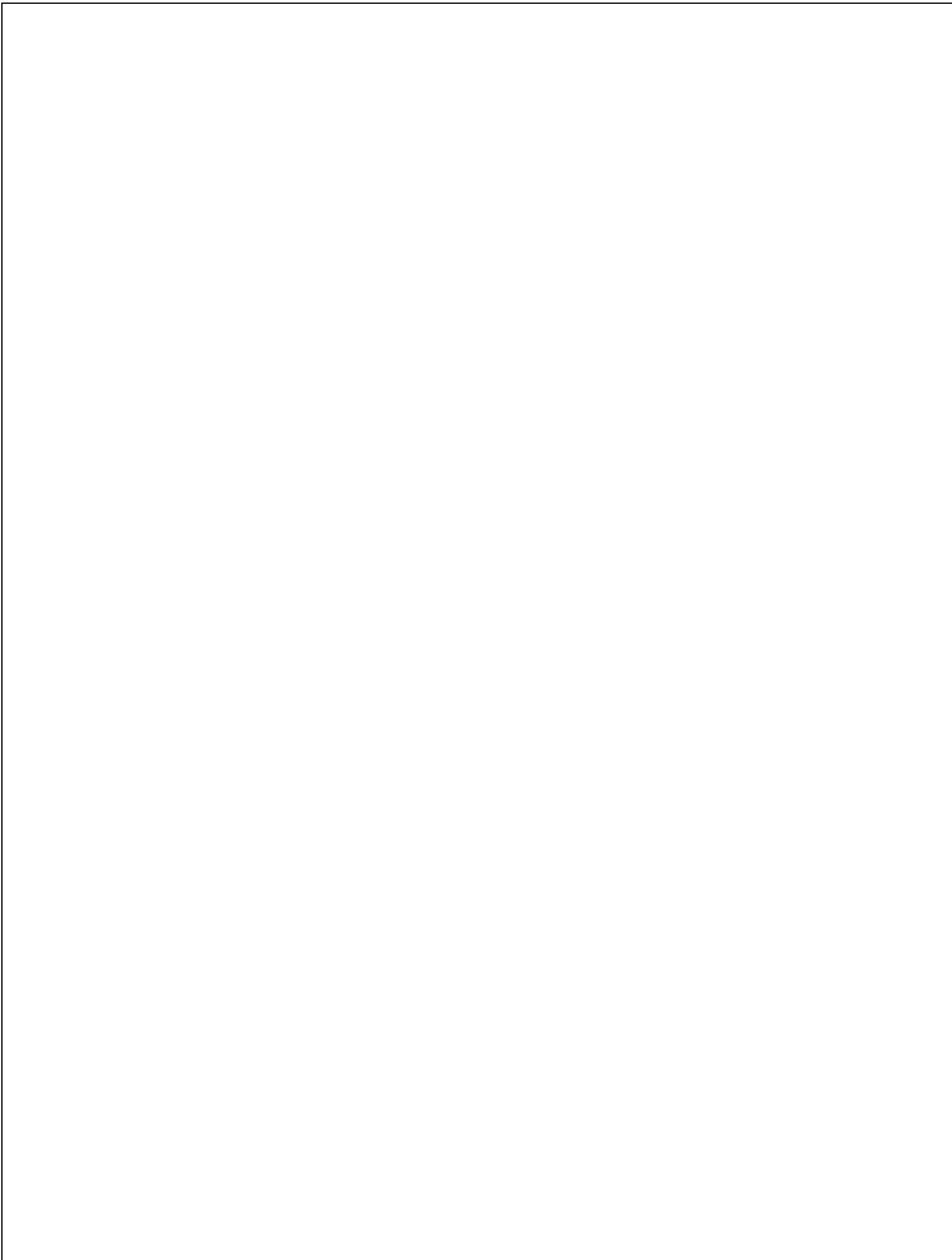
You are the victim of identity theft and place a fraud alert in your file; • Your file contains inaccurate information as a result of fraud;

You are on public assistance;

You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information that it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord or other business. The FCRA specifies those with a valid need to access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damage from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).





**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<p>1. a. Banks, savings, associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G. Street NW Washington, DC 20006</p> <p>b. Federal Trade Commission: Consumer Response Center- FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, foreign agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Union</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air Carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW 8<sup>th</sup> Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington DC 20549</p>
<p>8. Federal Land Banks, Federal Land Banks Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington DC 20580 (877) 382-4357</p>