

BACKGROUND CHECK DISCLOSURE

_____ [insert company name] (the “Company”) may order a “consumer report” (a background report) on you from _____ [insert name of background check vendor] a consumer reporting agency, in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes. The Company may order an “investigative consumer report.” Such reports typically include information from personal interviews, most commonly from an applicant’s prior employers and references. The background report may contain information concerning your character, general reputation, personal characteristics, mode of living ,criminal history and credit standing. Information may be obtained from private and public record sources, and for investigative consumer reports, from personal interviews as noted above. You have the right to request more information about the nature and scope of an investigative consumer report, if any, contacting the Company’s _____ department at _____.