

PRE-EMPLOYMENT BACKGROUND CHECK

DISCLOSURE AUTHORIZATION AND AGREEMENT FORM

This disclosure and authorization agreement will be utilized exclusively for pre-employment background screening for employment purposes only. Verification of (you) the applicant's past employment, social security number check, education, professional credentials, certifications, character, reputation, social media background check (in accordance with the Federal Trade Commission), or various other types of inquiries will be conducted with your written approval and permission. The pre-employment professional background check report will be used as a factor in making employment and/or promotional decisions for you (Print your name)

_____.

Aldranon A. English & Associates, LLC will utilize several vendors and affiliates to verify and accurately determine the identity and relevant background information provided by (you) the applicant. If (you) the applicant, agrees to allow Aldranon A. English & Associates, LLC to conduct a pre-employment background check screening, by signing this disclosure and agreement form (you) the applicant shall indemnify and hold harmless Aldranon A. English & Associates, LLC or his affiliates, vendors and service providers and their respective officers, directors, and employees from and against any and all damages, penalties losses, liabilities, judgments, settlements, awards, costs, and expenses (including reasonable attorney's fees and expenses) arising out of or in connection with any claims, assertions, demands, causes of action, suits, proceedings or other actions, whether at law or in equity ("Claims") related to any background check information/results obtained by Aldranon A. English & Associates, LLC, on (you) the applicant's behalf. Before a pre-employment check summary report is released to the applicant's potential employer, the applicant will be given a free copy of the background check summary report prepared by Aldranon A. English & Associates, LLC.

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(You) the applicant will be provided with an opportunity to review and discussed the pre-employment background check summary report in person with one of our trained Compliance/Privacy and Rights Officer. (You) the applicant, will be provided with written notice of all obligations to protect (you) the applicant under the Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681-1681y, which requires notice be provided to inform (you) the applicant of your legal rights. (You) the applicant is protected under additional State laws as well.

(You) the applicant, will be allowed (10) ten days from the date of written notice mailed via U.S. Postal certified mail from Aldranon A. English & Associates, LLC to make your intent known in writing (sent by you via fax or email) whether or not you would like to discuss your preemployment background check summary findings report with our Compliance/Privacy Rights Officer. After the (10) ten days' notice has expired, we will forward the Aldranon A. English & Associates, LLC, Pre-Employment Background Check Summary Report to the end-user/your potential employer to be used for employment purposes.

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Disputing inaccurate or incomplete information on your pre-employment background summary report. Before receiving a copy of your pre-employment background check summary report, we will take action to ensure your report is verified for accuracy. If it is determined that the information is wrong or inaccurate we will determine whether the accuracy or completeness of information in our summary report is a result of an action or omission on our part and, if so, we will correct or delete the information. If not, we will take immediate actions to ensure the source Aldranon A. English & Associates, LLC and affiliates conduct a reinvestigation. Upon receiving notifications from our vendor/affiliates we (Aldranon A. English & Associates, LLC) will immediately convey the results/information back to (you) the applicant via an independent separate summary report. Again, we will make all reasonable efforts to verify and correct your information before releasing Aldranon A. English & Associates, LLC, Pre-Employment Background Check Summary Report to the employer/end-user.

(You) The applicant will be provided with an opportunity to receive your disputed findings and results. Immediately upon receiving the results we would allow a reasonable time for (you) the applicant to acknowledge the result before your results and final pre-employment background summary report is released to the approved potential employer listed above.

Before any adverse action is taken, set forth in Section 604(b) of the FCRA, we (Aldranon A. English & Associates, LLC) must and will provide a copy of the report to (you) the applicant as well as a copy of the summary of consumer's rights. In addition, A Section 615(a) adverse action notice should be sent after the adverse action is taken.

Aldranon A. English & Associates, LLC

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Aldranon A. English & Associates, LLC

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I _____ agree to allow Aldranon A. English & Associates, LLC, a Consumer Reporting Agency to obtain information related therein a “consumer report” about me from various of sources, including other consumer reporting agencies, and open source affiliates for employment purposes. I am aware that a “consumer” report is a background screening report and it may contain information regarding my criminal history, driving history, and other information about me. It may bear upon my character, general reputation, personal characteristics, and/or mode of living.

IN ADDITIONAL STATE LAW NOTICES

If you (the applicant) live in, work in, or are seeking work for a company, agency or corporation in New York, Minnesota, Oklahoma, or California, please note the following notices:

New York applicants/employees only: You (the applicant) are required to receive a copy of Article 23-A of the NY Correction Law. Minnesota applicants/employees only: You (the applicant) have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of the consumer report. As a consumer reporting agency, we must make this disclosure within five (5) days of receipt of your request or of the hiring company’s request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by Aldranon A. English & Associates, LLC.

Oklahoma applicants/employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Aldranon A. English & Associates, LLC.

California applicants/employees only: You are now receiving a copy of the NOTICE

REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

ARTICLE 23-A OF THE NEW YORK CORRECTION LAW

(For New York Applicants and Employees Only)

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY

CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

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Section 750. Definitions.

751. Applicability.

Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

Factors to be considered concerning a previous criminal conviction; presumption.

Written statement upon denial of license or employment.

Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

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§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

NOTICE REGARDING PRE-EMPLOYMENT BACKGROUND CHECK INVESTIGATION
PURSUANT TO CALIFORNIA LAW

(For California Applicants and Employees Only)

Aldranon A. English & Associates, LLC intends to obtain information about you from an investigative consumer reporting agency for employment purposes. Thus, you (the applicant) can expect to be the subject of "investigative consumer reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to, your criminal history, driving records, or other information about you. These reports may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Aldranon A. English & Associates, LLC, 3500, Lenox Road, Suite 1500, Atlanta, Georgia 30326, (404) 348-2639 or 1-855-4BACKGR.

Information regarding Aldranon A. English & Associates, LLC's privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at www.aaeassocs.com

Under California Civil Code section 1786.22, you (the applicant) are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. As the ICRA, we may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in Aldranon A. English & Associates, LLC's file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. Aldranon A. English & Associates, LLC will comply with the request(s) via certified mail and Aldranon A. English & Associates, LLC shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the office of Aldranon A. English & Associates, LLC.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may Aldranon A. English & Associates, LLC require additional information concerning your employment and personal or family history in order to verify your identity.

Aldranon A. English & Associates, LLC will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. As a consumer reporting agency, we may require you to furnish a written statement granting permission to Aldranon A. English & Associates, LLC to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report (as defined by relevant state law) at no charge if one is obtained by the Aldranon A. English & Associates LLC.

ALDRANON A. ENGLISH & ASSOCIATES, LLC

By signing below, I acknowledge receipt of the above documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND CHECK;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT; and
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize Aldranon A. English & Associates, LLC and affiliated vendors to obtain “consumer reports” (deemed “investigative consumer reports” under State law) about me during the pre-employment hiring and/or promotional process.

Printed Name: _____

Signature: _____

Date: _____

ALDRANON A. ENGLISH & ASSOCIATES, LLC
PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a pre-employment background check on you.

Applicant's Information:

_____ - _____ - _____ / ____ / ____

Last Name, First Name, Middle Social Security Number Date of Birth MM/DD/YYYY

Other Name(s) Maiden/Married

Driver's License Number, State

_____ State: _____

Alias Name(s): _____

Email Address: _____

Email Address: _____

Social Media Profile Name: _____

Social Medial Profile Name: _____

Reference Name: _____

Reference Phone Number: _____

Alias Name (Full Name): _____

Professional Credential

Professional License or Certification

License Type: _____

Name of Professional certification: _____

License State: _____

License Number: _____

Year Obtained License/Certification Date: ___ / ___ / ___

MM / DD / YYYY

Alias Name: _____

Full Name: _____

Professional Credential

Professional License or Certification

License Type: _____

Name of Professional License/Certification: _____

License State: _____

License Number: _____

Year Obtained License/Certification Date: ___ / ___ / ___

MM / DD / YYYY

Alias Name: _____

Full Name: _____

College/University History

College/University Attended/Graduated from:

College/University Name: _____

City: _____ County: _____ State: _____

Institution Phone: _____

Year(s) attended: Start ____ / ____ / ____ to Graduated Date: ____ / ____ / ____
MM / DD / YYYY MM / DD / YYYY

Name while attending college (Maiden name/Alias name): _____

Did you graduate? _____

Provide residence address/jurisdiction while attending college

Actual residence address while attending college: (Example, Dormitory address, college apartment address)

Note: this address is not your home/parent address while attending college away from home.

Street Address _____

City: _____, County: _____ State: _____

College/University History

College/University Attended/Graduated from:

College/University Name: _____

City: _____ County: _____ State: _____

Institution Phone: _____

Year(s) attended: Start ____ / ____ / ____ to Graduated Date: ____ / ____ / ____
MM / DD / YYYY MM / DD / YYYY

Name while attending college (Maiden name/Alias name): _____

Did you graduate? _____

Provide residence address/jurisdiction while attending college

Actual residence address while attending college: (Example, Dormitory address, college apartment address)

Note: this address is not your home/parent address while attending college away from home.

Actual address while attending college:

Street Address _____

City: _____, County: _____ State: _____

College/University History

College/University Attended/Graduated from:

College/University Name: _____

City: _____ County: _____ State: _____

Institution Phone: _____

Year(s) attended: Start ____ / ____ / ____ to Graduated Date: ____ / ____ / ____
MM / DD / YYYY MM / DD / YYYY

Name while attending college (Maiden name/Alias name): _____

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Provide residence address/jurisdiction while attending college

Actual residence address while attending college: (Example, Dormitory address, college apartment address)

Note: this address is not your home/parent address while attending college away from home.

Actual address while attending college:

Street Address _____

City: _____, County: _____ State: _____

Residence History

Please provide 10 years of current and past residence history.

RESIDENCES (Starting with current address) _____

Street Address _____

How Long? _____ City/State Zip _____

Street Address _____ City/State Zip _____

How Long? _____

Street Address _____

How Long? _____ City/State Zip _____

Street Address _____ City/State Zip _____

How Long? _____

Street Address _____

How Long? _____ City/State Zip _____

Street Address _____ City/State Zip _____

How Long? _____

Street Address _____

How Long? _____ City/State Zip _____

Residence History

Please provide 10 years of current and past residence history.

Street Address _____ City/State Zip _____

How Long? _____

Street Address _____

How Long? _____ City/State Zip _____

How Long? _____ City/State Zip _____

Street Address _____ City/State Zip _____

How Long? _____

ALDRANON A. ENGLISH & ASSOCIATES, LLC

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Email form to info@aaeassocs.com