



**DISCLOSURE OF INTENTION TO REQUEST CONSUMER REPORT AND/OR
INVESTGATIVE CONSUMER REPORT
ON YOUR BACKGROUND**

In considering your eligibility for employment, **Premier Staffing Source** intends to procure a consumer report from a consumer reporting agency, seeking information about you that bears upon your credit worthiness, personal characteristics or mode of living. The consumer report may also contain information from the Department of Motor Vehicle Records and criminal records. **Premier Staffing Source** intends to use the information contained in the consumer report to make a decision regarding your potential or continued employment with the Company.

Your written authorization is required before **Premier Staffing Source** may obtain a consumer report providing information about you. Please sign and return to the Company the attached authorization. If you wish to receive a copy of the consumer report that **Premier Staffing Source** will purchase from the designated consumer reporting agency, please check the appropriate box on the authorization form. **Premier Staffing Source** will send you a copy of the report at no charge to you.

If Premier Staffing Source procures or causes an investigative consumer report to be prepared, you have the right to request in writing, within a reasonable period of time after you receive this disclosure, a complete and accurate written disclosure of the nature and scope of the investigation requested.

If you do not fill out and return the attached authorization form to **Premier Staffing Source** by _____, we will assume that you no longer wish to pursue or to continue your employment with **Premier Staffing Source**.



Authorization to Obtain a Consumer Report and/or Investigative Consumer Report
(Release of Information for Employment Purposes)

I understand that in connection with my application for employment or, in connection with my continued employment, PSS™ intends to procure one or more consumer reports and/or investigative consumer report from a consumer reporting agency, seeking information bearing on my credit worthiness, personal characteristics, mode of living, Department of Motor Vehicle Records and criminal records.

By signing below, I, _____, hereby voluntarily authorize PSS™ to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report for employment, promotion, reassignment or retention as an employee. I understand the extent of this report(s) may include but is not limited to: verification of Social Security number; request of information from public and private sources which maintain records concerning my past activities relating to my motor vehicle records, birth records, credit history, criminal history, civil matters, **employment history, including all personnel files, specifically my last Performance Evaluation**, educational background; references and other past experiences. I acknowledge that a facsimile or photocopy of this authorization be as valid as the original.

I hereby release PSS™ and its agents, officials, representatives or assigned agencies, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report will be provided to me.

Full Name: _____

Address: _____

Social Security No.: _____

Signature: _____

Date: _____

Enclosures: Summary of Rights under the Federal Fair Credit Reporting Act

I would like to receive a copy of the consumer report at no cost to me.



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may contact the Federal Trade Commission at CRC-240, 600 Pennsylvania Avenue, N.W., Washington D.C., 20580 or at (202) FTC-HELP (202-382-4357) for additional information. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must provide you with the information in your file, and a list of everyone who has requested it recently. There is no charge for the consumer report if a person has taken action against you because of information supplied by the CRA and you request the consumer report within sixty (60) days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that: (1) you are unemployed and plan to seek employment within sixty (60) days; (2) you are on welfare; or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars for a copy of the consumer report.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the item (usually within thirty (30) days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within thirty (30) days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a

CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

For further information regarding the FCRA, see the Federal Trade Commission’s web site at www.ftc.gov.

FOR QUESTIONS OR CONCERNS REGARDING:	CONTACT THE FOLLOWING
CRA’s, creditors and others not listed:	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 PH: 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “NA” appear in or after bank name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 PH: 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 PH: 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 PH: 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22134 PH: 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 PH: 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 PH: 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 PH: 202-720-7051