

## **Applicant Privacy Policy**

Dr Green's Clean Team (DGCT) respects the privacy of applicants and employees, and is committed to complying with applicable privacy laws. This Applicant Privacy Policy is intended to inform you about how the personal information you submit as a job applicant through this website will be handled and protected by Dr. Green's Clean Team.

### **Why We Collect and Use Your Personal Information.**

Dr. Green's Clean Team collects and uses your personal information for the purpose of determining your qualifications for employment and reaching a hiring decision, as well as to comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment, or to defend ourselves in claims under such laws. Relevant portions of your personal information, if you are hired, also will be used to establish a basic employment record. We do not collect or use the personal information you submit as a job applicant for unrelated purposes.

### **How We Collect Personal Information about You.**

Most of the personal information DGCT collects about you is collected directly from your application or resume. We may also collect information about you from third parties, in order to: (a) verify information about your credentials, such as education and prior employment, (b) follow-up on references that you may provide, and (c) conduct background investigations. It is Dr. Green's Clean Teams policy to collect such information from third parties only with your knowledge and agreement. Should DGCT wish to obtain such third party information about you, and you have not completed an employment application authorizing us to do so, we will contact you and request your authorization to proceed.

### **Disclosures of Your Personal Information.**

Access to your information will be restricted to DGCT staff and designated agents who have a need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment law. Your information may also be disclosed to governmental entities in compliance with applicable law in the US and other countries, such as to those agencies authorized to review and enforce equal opportunity laws. We do not disclose applicant information to job banks, or to other companies or external parties.

### **After You Submit Your Personal Information**

Dr Green's Clean Team (DGCT) may not interview all applicants for vacancies. Those applicants to be interviewed will be contacted by DGCT. Applications will only be accepted for specific job positions and will be considered active for ninety (90) days following their submission. If applicants wish to be further considered after this time period, or for a job position not listed on this application, they must submit a new application.

### **Application Verification**

1. By submitting the application to DGCT, I verify that all of the information on this application and on resumes and exhibits submitted is true, correct, and complete. I have not omitted any information sought by DGCT. I authorize DGCT to review and use information about me that is available on the Internet. I understand that any false, misleading, incomplete or omitted information on this application, or in resumes and exhibits submitted to the facility, will result in ineligibility for employment or termination of employment, whenever discovered. I further understand that if DGCT requests a background check/criminal record check under the Fair Credit Reporting Act, I

will receive a separate notice regarding that investigation and must provide written authorization as a condition of consideration for employment.

2. I understand that this application is not a job offer or employment contract with DGCT. I understand that employment with DGCT is "at will" and based on mutual consent. If hired, DGCT can cease the employment relationship at any time with or without prior notice or requirement of cause.
3. Employment is subject to completion of pre-employment procedures, including but not limited to, verifying employment/personal references; conducting a background investigation/criminal record check; verifying driving record, and confirmation of licensure or registration. I understand that if DGCT requests a background check/criminal record check under the Fair Credit Reporting Act, I will receive a separate notice regarding that investigation and must provide written or electronic authorization as a condition of consideration for employment.
4. Applicants hired by DGCT must complete a Federal I-9 form and provide verifying documentation of their legal right to reside and work in the United States.
5. All applicants extended a conditional job offer will be asked to submit to testing for the current illegal use of drugs. Any applicant who declines to consent or submit to testing, or who produces a positive test result for the illegal use of drugs, will not be further considered for employment.