



Employment Background Screening Disclosure, Authorization & Release

Win-Dor, Inc., in considering your application for employment or when considering your continuing employment or making an employment-related decision which directly affects you, may request a consumer report about you. Your consent is required by law before Win-Dor, Inc. may obtain a consumer report pertaining to your potential or actual employment. The information contained in such reports may be taken into account in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Such reports, if obtained, will be prepared by a consumer reporting agency and may contain information concerning your character, general reputation, personal characteristics or mode of living.

The consumer report will be made by A-Check America located at P.O. Box 4237, Ontario, California 91761; (877)345-2021. The consumer report requested is for the purpose of evaluating your employment, and will provide information regarding criminal (including but not limited to sex offenses) and Department of Motor Vehicles records within the past seven years.

If Win-Dor, Inc. makes any decision which directly affects your employment or application for employment, based entirely or in part on the information contained in a consumer report, you will be notified and provided with the name, address, and telephone number of the agency that provided the report.

- Check here if you would like to receive a copy of any consumer report about you obtained by Win-Dor, Inc. from a consumer reporting agency.

Win-Dor, Inc. may collect information for employment purposes without using a consumer reporting agency from public records pertaining to your character, general reputation, personnel characteristics, or mode of living. Win-Dor, Inc. will provide a copy of the related public record to you unless you waive your right to receive a copy of the public record, as indicated below.

If Win-Dor, Inc. makes any decision which directly affects your employment or application for employment, based entirely or in part on the information contained in the public record, you will be notified and provided with a copy of the public record regardless of whether you have waived your right to receive a copy of the public record.

- Check here if you waive your right to receive a copy of any public record about you obtained by Win-Dor, Inc.

A "Summary of Your Rights Under the Fair Credit Reporting Act" and "Summary of California Civil Code Section 1786.22" are attached for your review.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Win-Dor, Inc. to obtain consumer reports about me from consumer reporting agencies, and to consider the consumer reports when making decisions regarding my employment with Win-Dor, Inc. I understand that I have rights under the federal Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act, including the rights discussed above and attached hereto. If hired, I understand that this authorization shall serve as an ongoing authorization for Win-Dor to procure consumer and/or credit reports from an agency and for Win-Dor to obtain information in lieu of using the services of an agency for employment purposes at any time during my employment.

Position Applying for: _____

Social Security Number

Date of Birth
(for identification purposes only)

Address –Street

City, State, Zip code

Driver's License Number

State of License Issuance

Printed Name of Applicant or Employee

Maiden Name or Other Names Used
(if any)

Signature of Applicant or Employee

Date

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