FIRST CONTACT HR
Background Screening and Human Resource Solutions

Applicant Notice and Consent Document

First Contact HR Fax Number: 267-419-1396
Client Name: Arbutus Volunteer Fire Department **Client Code: ARBVOL**
Service Code: ResidenceCrim ☐ ResidenceCrimM ☐
OTHER _____ ☐ *(please select)*

Authorized Agent: _____ Time/Date Sent: _____

NOTICE TO JOB APPLICANTS

Your employer has contracted with **First Contact HR** to verify certain information contained in your application for employment **(including contract for services)** or provided by you during the interview process. The information requested below is necessary to complete this task. This information is **NOT** a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. ***Please complete all information requested.***

APPLICANT'S LEGAL NAME: _____
Last Name First M.I. Generation

PHONE #: E-MAIL ADDRESS: _____

CURRENT HOME ADDRESS: _____
Street City/State Zip

MOVE IN DATE: FORMER NAME / MAIDEN NAME: _____
(Mo / Yr)

DATE OF BIRTH: SOCIAL SECURITY # _____
Month/Day/Year

DRIVER'S LICENSE #: STATE OF ISSUANCE: _____

ADDRESS HISTORY: List all former addresses of residence within the past 7 years, beginning with the most recent and working back (if additional space is needed, please provide a second page):

Number & Street Address	City	State / Zip	Dates of Residence
Number & Street Address	City	State / Zip	Dates of Residence
Number & Street Address	City	State / Zip	Dates of Residence

It is possible that your employment may be determined in whole or in part by your employer using data from a report supplied by **First Contact HR,** 1035 Virginia Drive, Suite 204, Fort Washington, PA 19034. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICANT CONSENT: I understand and agree that **First Contact HR** will verify all or part of the information I have given my employer. I understand that this verification may include an inquiry into my credit history, driving record, criminal and civil records, felony & misdemeanor and deferred adjudication records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I understand I may be required to provide a sample (either urine or hair) for a screening for illegal drugs. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I authorize the release of such information as may be necessary to verify the information I have provided.

APPLICANT'S SIGNATURE: _____ DATE: _____

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ADDITIONAL STATE LAW NOTICES

Under **CALIFORNIA**, **MAINE**, **MASSACHUSETTS**, **MINNESOTA**, **NEW JERSEY** and **OKLAHOMA** law, you have the right to receive a free copy of your consumer report by checking this box. ☐

If you are a **California, Massachusetts, Maine, New York or Washington** applicant, please also note:

CALIFORNIA: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by First Contact HR during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at First Contact HR's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. First Contact HR has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MASSACHUSETTS: Where an investigative consumer report is requested, you have the right, upon written request, to a copy of the report.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

You are also entitled to receive a copy of Article 23A of New York's Correction Law.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from First Contact HR, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

WASHINGTONSTATE: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

State-Specific Credit History Requests:

California, Connecticut, Maryland, Oregon and Washington State Applicants Only (AS APPLICABLE): I further understand that my employer will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i)the information is required by law; (ii) I am seeking employment with a financial institution (California and Connecticut only – in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission(Maryland only); (iv) ***the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (**Employer to complete the question below)*** (Connecticut, Maryland, Oregon and Washington only);(v) I am seeking employment as a covered police officer, peace officer or other law enforcement position (California and Oregon only - in Oregon the police or peace officer position must be sought with a federally insured

bank or credit union), (vi) the employer reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only), (vii) I am seeking a position with the state Department of Justice (California only), (viii) I am seeking a position as an exempt managerial employee (California only), or (viii)) I am seeking employment in a position that involves regular access to personal information of others (i.e., bank or credit card account information, social security numbers, dates of birth), other than regular solicitation of credit card applications at a retail establishment, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the employer or regular access to $10,000 or more in cash (California only).

******Bona fide reasons why the employer considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California the COMPANY'S basis for the credit check:

_____
_____
_____

New Jersey Applicants Only:

New Jersey Consumers Have the Right to Obtain a Security Freeze

You may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You have a right to place a "security freeze" on your credit report pursuant to New Jersey law.

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific party, parties or period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency and provide all of the following:

(i) The unique personal identification number or password provided by the consumer reporting agency;
(ii) Proper identification to verify your identity; and
(iii) The proper information regarding the third party or parties who are to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to lift temporarily a freeze on a credit report shall comply with the request no later than three business days or less, as provided by regulation, after receiving the request. A security freeze does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities. If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, a few days before actually applying for new credit. You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.(2) If a consumer requests information about a security freeze, he shall be provided with the notice provided in paragraph (1) of this subsection and with any other information, as prescribed by the director by regulation, about how to place, temporarily lift and permanently lift a security freeze.