



## Authorization Regarding Background Investigation

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by \_\_\_\_\_ ("the company") at any time after receipt of this authorization and, if I am hired this Authorization shall remain on file and serve as ongoing authorization throughout my employment with the Company, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by AAIM EA Training and Consulting LLC, 1600 S. Brentwood Blvd., Suite 400, St. Louis, MO 63144, Phone: 314.754.0236 / 888.325.5212, Fax: 314-968-9587 ("the Agency"). I agree that a facsimile ("fax") or electronic or photographic copy of the Authorization shall be as valid as the original.

**Massachusetts, and New Jersey applicants or employees only:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

**Minnesota applicants and employees only:** You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of the Company's request for the report, whichever is later. Please check the box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**New York applicants and employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Oklahoma applicants and employees only:** Please check this box if you would like to receive a copy of any report if one is obtained by the Company.

**California applicants and employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**Washington applicants and employees only:** You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

Last Name	First Name	Middle Name	
Other Names Used (Please include Maiden, Aliases, Nick Names, etc.)			
Street Address	City	State	Zip Code
Social Security Number	Date of Birth		
Email Address	Phone Number		
Driver's License Number	State of Issuance		

Do you authorize contact with your current employer or references associated with your current employer? YES NO

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Authorization Regarding Background Investigation

### NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

\_\_\_\_\_ ("the Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit 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, obtaining a criminal record report, verifying references, work history, your educational achievements, licensure and certifications, obtaining your driving record and other information about you, and interviewing people who are knowledgeable about you. The results of this report 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 AAIM Employers' Association, 1600 S Brentwood Blvd, Suite 400, St. Louis, MO 63144, 314.754.0236. The source of any credit report will be AAIM, Employers' Association, 1600 S Brentwood Blvd, Suite 400, St. Louis, MO 63144, 314.754.0236. Information regarding AAIM'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 <http://www.aimea.org/AAIMCheck/Background-Verification.aspx>

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you 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. The ICRA 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 the ICRA'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. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"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 the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA 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. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.