



EMPLOYMENT SCREENING RESOURCES®

FCRA Certifications for Employment-Purpose Background Check

With regard to the consumer report and/or investigative consumer report you are ordering from Employment Screening Resources on

you, the "End-User", certify as follows:

PRINTED FIRST NAME

PRINTED LAST NAME

- i. A clear and conspicuous disclosure has been made in writing to the consumer by End-User (in a document that consists solely of the disclosure) stating that a consumer report and/or investigative consumer report may be obtained for employment purposes. The disclosure further stated that an investigative consumer report will have information bearing on the consumer's character, general reputation, personal characteristics, and mode of living, whichever are applicable. The disclosure also stated that the consumer has a right to request additional disclosures as to the nature and scope of the investigation, and that the consumer can exercise this right by making a written request to End-User within a reasonable period of time after the receipt of the disclosure;
- ii. End-User has provided the consumer an up-to-date copy of the federal notice entitled "A Summary Of Your Rights Under The Fair Credit Reporting Act"; and
- iii. The consumer has authorized in writing the procurement of the consumer report that is being ordered;
- iv. End-User has provided a written disclosure to the consumer that an investigative consumer report about him or her may be obtained.
- v. If a consumer requests information as to the nature and scope of Employment Screening Resources' investigation, End-User will comply with the requirements set forth in Section 606(b) of the Fair Credit Reporting Act
- vi. Information from the report to be provided by Employment Screening Resources will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law; and
- vii. If applicable, End-User will comply with the adverse action requirements described in Section 604(b)(3) of the Fair Credit Reporting Act, as well as any other pertinent adverse action requirements.

End-User makes the above certifications.

**THIS FORM MUST ACCOMPANY THE ATTACHED NOTICE, DISCLOSURE
AND AUTHORIZATION DOCUMENTS FOR THE BACKGROUND CHECK TO BE PROCESSED.**



EMPLOYMENT SCREENING RESOURCES®

DISCLOSURE of BACKGROUND INVESTIGATION

407 7

1162

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

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Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK



EMPLOYMENT SCREENING RESOURCES®

RIGHTS and ACKNOWLEDGMENTS

Your Rights under Federal Law

1156

739

Your Rights under State Laws

10

8

9

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS AND EMPLOYEES Check here to receive a free copy of any employer requested Reports

1163

1164

1164

1165

Printed Name

Signature

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Today's Date (MMDDYYYY)

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EMPLOYMENT SCREENING RESOURCES®

AUTHORIZATION AND CONSENT TO BACKGROUND INVESTIGATION

1157

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

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Today's Date (MMDDYYYY)

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PERSONAL INFORMATION

408

First Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

Middle Name or Initial

Last Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

Date of Birth (MMDDYYYY)

Other Names Known By

Male Female

Social Security Number

Driver's License Number (No Dashes - Format as Shown on License)

State

Current Address

Apt. #

years at this address

City

State

Zip Code

Area Code

Daytime Phone Number

Area Code

Evening Phone Number

MY DESIGNATED EMAIL ADDRESS TO SEND ME NOTICES AND OTHER COMMUNICATIONS REGARDING MY BACKGROUND CHECK

MAY WE CONTACT YOUR "CURRENT EMPLOYER"? YES YOU MAY CONTACT THEM NO DO NOT CONTACT THEM

PLEASE PROVIDE ALL OTHER RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

mm/yy mm/yy

Street Apt.# City State

Zip Code From To

Street Apt.# City State

Zip Code From To

Street Apt.# City State

Zip Code From To

Street Apt.# City State

Zip Code From To

Signature

Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
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*Para obtener información en español, visite www.consumerfinance.gov/learnmore o escriba a:
Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

Un resumen de sus derechos en virtud de la Ley de Informe Justo de Crédito

La Ley de Informe Justo de Crédito (Fair Credit Reporting Act, FCRA), una ley federal, fomenta la exactitud, imparcialidad y privacidad de la información en los archivos de las agencias de informe del consumidor. Existen muchos tipos de agencias de informe del consumidor, incluidas las agencias de crédito (credit bureaus) y las agencias especializadas (como las agencias que venden información sobre el historial de extensión de cheques, registros médicos y registros de historial de alquiler). A continuación se presenta un resumen de sus principales derechos en virtud de la FCRA.

Para obtener más información, incluyendo información sobre derechos adicionales, visite www.consumerfinance.gov/learnmore o escriba a: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **Deben notificarle si la información contenida en su archivo se ha utilizado en su contra.** Todo aquel que utilice un informe de crédito u otro tipo de informe de consumidor para denegar su solicitud de crédito, seguro o empleo, o para emprender otra acción adversa en su contra, debe informarle y debe darle el nombre, la dirección y el número de teléfono de la agencia que proporcionó esa información.
- **Usted tiene derecho a saber lo que contiene su archivo.** Usted puede solicitar y obtener toda la información registrada bajo su nombre en los archivos de una agencia de informe del consumidor (divulgación de su información). Usted deberá proporcionar una prueba de su identidad, que puede incluir su número de Seguro Social. En muchos casos, la divulgación de la información de su archivo será gratuita. Usted tiene derecho a recibir una copia gratuita de su archivo si:
 - Una persona ha emprendido una acción adversa en su contra debido a la información contenida en su informe de crédito.
 - Su archivo contiene información inexacta como resultado de fraude.
 - Usted es víctima de un robo de identidad y coloca una alerta de fraude en su archivo.
 - Usted recibe asistencia pública.
 - Usted no está empleado pero prevé solicitar empleo en un plazo de 60 días.

Asimismo, todos los consumidores tendrán derecho a recibir una copia gratuita de la información registrada en su archivo cada 12 meses si así se lo solicitan a cada agencia de crédito a nivel nacional y a las agencias especializadas de informe del consumidor a nivel nacional. Para obtener más información, visite www.consumerfinance.gov/learnmore.

- **Usted tiene derecho a pedir su puntaje de crédito.** Los puntajes de crédito son resúmenes numéricos de su solvencia de crédito basados en la información de las agencias de crédito. Usted puede solicitar su puntaje de crédito a las agencias de informe del consumidor que generan o distribuyen los puntajes utilizados en préstamos de bienes raíces residenciales, pero tendrá que pagar un cargo. En algunas transacciones hipotecarias, el prestamista le dará información sobre su puntaje de crédito gratuitamente.

- **Usted tiene derecho a impugnar la información incompleta o inexacta.** Si usted identifica información en su archivo que es incompleta o inexacta, y la reporta a la agencia de informe del consumidor, la agencia debe investigar, a menos que su impugnación sea frívola. Para consultar una explicación sobre los procedimientos de impugnación, visite www.consumerfinance.gov/learnmore.
- **Las agencias de informe del consumidor deben corregir o eliminar la información inexacta, incompleta o no verificable.** La información inexacta, incompleta o no verificable debe ser eliminada o corregida, por lo general en un plazo de 30 días. No obstante, si una agencia de informe del consumidor verifica la exactitud de la información, puede seguir reportándola.
- **Las agencias de informe del consumidor no pueden reportar información negativa desactualizada.** En la mayoría de los casos, una agencia de informe del consumidor no puede reportar información negativa ocurrida hace más de siete años, ni quiebras ocurridas hace más de 10 años.
- **El acceso a su archivo es limitado.** Una agencia de informe del consumidor puede proporcionar información sobre usted solamente a aquellas personas que realmente la necesiten — generalmente para considerar una solicitud presentada por usted ante un acreedor, asegurador, empleador, propietario de una vivienda en alquiler u otro negocio. La FCRA especifica quiénes son las personas que tienen una necesidad válida de acceso.
- **Usted debe otorgar su consentimiento para que se envíen sus informes a los empleadores.** Una agencia de informe del consumidor no puede darle información sobre usted a su empleador, ni a un posible empleador sin su consentimiento escrito a nombre del empleador. Por lo general, el consentimiento escrito no es requerido en la industria del transporte de carga por camión. Para obtener más información, visite www.consumerfinance.gov/learnmore.
- **Usted puede limitar las ofertas "pre-evaluadas" de crédito y seguro que recibe y que están basadas en la información de su informe de crédito.** Las ofertas "pre-evaluadas" de crédito y seguro no solicitadas deben incluir un número de teléfono gratuito al que usted puede llamar si desea eliminar su nombre y dirección de las listas en las que se basan estas ofertas. Puede solicitar su exclusión voluntaria de estas listas llamando a las agencias de crédito a nivel nacional al 1-888-5-OPTOUT (1-888-567-8688).
- El siguiente derecho, en virtud de la FCRA, se aplica a las agencias de informe del consumidor a nivel nacional:

LOS CONSUMIDORES TIENEN EL DERECHO A OBTENER UNA SUSPENSIÓN POR SEGURIDAD

Usted tiene derecho a colocar un "congelamiento de seguridad" en su informe de crédito, la misma que prohíbe a las agencias de informe del consumidor, a entregar información sobre su informe de crédito sin su autorización expresa. El congelamiento de seguridad está diseñado para evitar que créditos, préstamos y servicios se aprueben en su nombre sin su consentimiento. Sin embargo, usted debe saber que colocar un congelamiento de seguridad para controlar el acceso a la información personal y financiera en su informe de crédito podría retrasar, interferir o

bloquear la aprobación a tiempo de peticiones o solicitudes posteriores que usted haga con respecto a un nuevo préstamo, crédito, hipoteca o cualquier otra transacción para obtener un crédito.

Como alternativa a un congelamiento de seguridad, usted tiene derecho a colocar una alerta de fraude inicial o extendida en su archivo de crédito sin costo alguno. Una alerta de fraude inicial es un aviso que se coloca en el archivo de crédito del consumidor por un (1) año. Cuando una alerta de fraude se despliega en el archivo de crédito del consumidor, la empresa está obligada a tomar medidas para verificar la identidad de dicho consumidor, antes de concederle un crédito. Si usted es una víctima del robo de identidad, usted tiene derecho a colocar una alerta de fraude extendida, que es un aviso de fraude que dura 7 años.

El congelamiento de seguridad no es aplicable a personas o entidades, ni a las subsidiarias o agencias de cobranza que actúen en nombre de dichas personas o entidades, con las cuales usted ya tiene una cuenta y que solicitan información sobre su informe de crédito con el fin de cobrarle o revisar su cuenta. Revisar una cuenta significa realizar ciertas actividades como el mantenimiento, vigilancia, actualizaciones, mejoras y aumentos a la línea de crédito de dicha cuenta.

- **Usted puede obtener compensación de los infractores.** Si una agencia de informe del consumidor o, en algunos casos, un usuario de informe del consumidor, o un proveedor de información de una agencia de informe del consumidor infringe la FCRA, usted puede demandarlo ante una corte estatal o federal.
- **Las víctimas del robo de identidad y el personal militar en servicio activo tienen derechos adicionales.** Para obtener más información, visite www.consumerfinance.gov/learnmore.

Los estados tienen autoridad para hacer cumplir la FCRA, y muchos estados tienen su propia legislación sobre los informes de los consumidores. En algunos casos, usted puede tener más derechos en virtud de la ley estatal. Para obtener más información, comuníquese con su agencia estatal o local de protección del consumidor o con el Fiscal General estatal. Para obtener información sobre sus derechos federales, establezca contacto con:

TIPO DE NEGOCIO:	ESTABLEZCA CONTACTO CON:
<p>1. a. Bancos, asociaciones de ahorro y cooperativas de crédito con activos totales de más de \$10 mil millones de dólares y sus filiales</p> <p>b. Dichas filiales que no sean bancos, asociaciones de ahorro o cooperativas de crédito también deben listar, además del CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

<p>2. En la medida en que no estén comprendidos en el punto 1 anterior:</p> <p>a. Bancos nacionales, asociaciones de ahorro federales y sucursales federales y agencias federales de bancos extranjeros</p> <p>b. Bancos miembros del estado, sucursales y agencias de bancos extranjeros (que no sean sucursales federales, agencias federales, o Sucursales Estatales Aseguradas de Bancos Extranjeros), compañías de préstamos comerciales de propiedad o controladas por bancos extranjeros y las organizaciones que operan bajo la sección 25 o 25A de la Ley de la Reserva Federal (Federal Reserve Act)</p> <p>c. Bancos Asegurados No Miembros, Sucursales Estatales Aseguradas de Bancos Extranjeros y asociaciones de ahorros estatales aseguradas</p> <p>d. Cooperativas Federales de Crédito</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Compañías aéreas</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Acreedores sujetos a la Junta de Transporte Terrestre (Surface Transportation Board)</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Acreedores sujetos a la Ley de Empacadores y Corrales Ganaderos de 1921 (Packers and Stockyards Act, 1921)</p>	<p>Supervisor de la oficina más cercana de la Packers and Stockyards Administration</p>
<p>6. Compañías de Inversión en Pequeños Negocios</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Agentes y Distribuidores</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Bancos Agrícolas Federales, Asociaciones de Bancos Agrícolas Federales, Bancos Federales de Crédito Intermedio y Asociaciones de Crédito a la Producción</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Minoristas, Compañías Financieras y todos los demás acreedores no indicados anteriormente</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW

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 social security number, your educational achievements, licensure, and certifications, 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 and or consumer credit report (as those terms are defined under California law) will be **ESR**, 7110 Redwood Blvd., Suite C, Novato, CA Tel: 888-999-4474. You may find information about ESR's privacy practices at <http://www.esrcheck.com/Privacy-Policy/>.

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 on 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 that is required to be provided by the California Civil Code 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. ICRA's 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 ICRA's.

"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.

ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section	750. Definitions.
	751. Applicability.
	752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.
	753. Factors to be considered concerning a previous criminal conviction; presumption.
	754. Written statement upon denial of license or employment.
	755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Post where readily accessible to job applicants and employees.

CITY AND COUNTY OF SAN FRANCISCO



EDWIN M. LEE, MAYOR

NOTICE TO JOB APPLICANTS AND EMPLOYEES

San Francisco Fair Chance Ordinance

Police Code, Article 49

Starting August 13, 2014, the Fair Chance Ordinance (San Francisco Police Code, Article 49) requires employers to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions. The ordinance covers job applicants and employees who would be or are performing work in whole, or in substantial part, in San Francisco and applies to employers who have 20 or more employees (regardless of the employees' locations).

Certain matters are off-limits. An employer may *never* ask about, require disclosure of, or consider: an arrest not leading to a conviction (other than an unresolved arrest that is still undergoing criminal investigation or trial); participation in a diversion or deferral of judgment program; a conviction that has been expunged or made inoperative; any determination in the juvenile justice system; a conviction more than 7 years old; and a criminal offense other than a felony/misdemeanor. Matters that are off-limits cannot be used by the employer for any reason at any stage of the hiring process.

An employer cannot ask about an individual's conviction history or unresolved arrests at the start of the hiring process. This includes through a job application form, informal conversation, or otherwise.

A mandatory interactive process for matters not off-limits. Only after a live interview has been conducted, or a conditional offer of employment made, is the employer allowed to ask about an individual's conviction history (except as to matters that are off-limits) and unresolved arrests. Only those convictions and unresolved arrests that *directly relate* to the individual's ability to do the job may be considered in making an employment decision.

Before the employer may take an adverse action such as failing/refusing to hire, discharging, or not promoting an individual based on a conviction history or unresolved arrest, the employer must give the individual an opportunity to present evidence that the information is inaccurate, the individual has been rehabilitated, or other mitigating factors. The individual has seven days to respond, at which point the employer must delay any adverse action for a reasonable time and reconsider the adverse action. The employer must notify the individual of any final adverse action.

Evidence of rehabilitation include satisfying parole/probation; receiving education/training; participating in alcohol/drug treatment programs; letters of recommendation; and age at which the individual was convicted. *Mitigating factors* include coercion, physical or emotional abuse, and untreated substance abuse/mental illness, that contributed to the conviction.

No Retaliation. An employer may not take an adverse action against an applicant or employee for exercising their rights under the ordinance or cooperating with the Office of Labor Standards Enforcement OLSE.

If you need more information, or wish to report an employer that you believe has violated this ordinance, please contact the OLSE at 415-554-5192 or email FCE@sfgov.org.

OFFICE OF LABOR STANDARDS ENFORCMENT

City Hall, Room 430 1 Dr. Carlton B. Goodlett Place San Francisco CA 94102-4685 Tel. (415) 554-6235 Fax (415) 554-4791

**THESE TWO PAGES ARE NOT PART OF THE
DISCLOSURE AND CONSENT DOCUMENTS**

The following is a listing of the permitted purposes for obtaining employment related credit reports in the 10 states, 2 cities and the District of Columbia, that restrict their use for **private sector employers**. If you are located in one of these states or are employing someone who currently resides in one of them, you should select the appropriate state permitted purpose and fill it in on page one of the consent forms. If you operate outside of those states and are obtaining a credit report for employment purposes it is best practice to check the box and fill in the blank by choosing a reason from the selections below or the purpose for obtaining a credit report taken from your screening policy.

California

- Employment with a Financial Institution
- Managerial position
- Employment with California Department of Justice
- Employment with the Police or Law enforcement
- Information is required by state or federal law
- Position has access to debit/credit card information, social security numbers and dates of birth
- Position has signatory authority of bank, debit/credit cards
- Position has authority to transfer funds from employer account
- Position has authority to enter into financial contracts on behalf of employer
- Position has access to confidential or proprietary information of employer
- Position has access to cash of \$10,000 or more of employees or customers/clients

Colorado

- Position sets the direction or control of a business, division, unit or an agency of a business
- Position has a fiduciary responsibility to the employer
- Position has access to customers', employees', or the employer's personal or financial information
- The authority to issue payments, collect debts or enter into contracts
- Position involves contracts with defense, intelligence, national security or space agencies of the federal government
- Employer is a bank or financial institution
- The credit report is required by law for this position

Connecticut

- Management position that involves setting the direction or control of a business, division, unit or an agency of a business
- Position has access to personal or financial information of customers, employees or the employer, other than information customarily provided in a retail transaction
- Fiduciary position with responsibility to the employer as defined under the law
- Position has an expense account or corporate debit or credit card
- Position has access to certain confidential or proprietary business information, as defined under the law
- Position has access to the employer's nonfinancial assets valued at \$2,005 or more

Hawaii

- Credit report is a bona fide occupational qualification for this position as defined in HRS 378-3-(2)
- Managerial or Supervisory position as defined in HRS 378
- Pursuant to a requirement of federal or state law
- Employer is a federally insured financial institution

Illinois

- Position requires bonding, security, or otherwise required per state or federal law
- Position has unsupervised access to more than \$2,500
- Position has signatory power over businesses assets of more than \$100
- Management position with control of the business
- Position has access to personal, financial or confidential information, trade secrets, or state or national security information

Maryland

- Managerial position that involves setting the direction or control of a business, or a department, division, unit, or agency of a business
- Position involves access to personal information of a customer, employee, or employer, except for personal information customarily provided in a retail transaction
- Fiduciary position including the authority to issue payments, collect debts, transfer money, or enter into contracts
- Position is provided an expense account or a corporate debit or credit card
- Position has access to confidential business information

Nevada

- Employer is required or authorized by state or federal law to obtain a credit report

- Employer believes the consumer has engaged in activity which may violate a state or federal law
- Reasonably related to the position as per Chapter 613 of NRS

New York City

- Non-clerical role with regular access to trade secrets, intelligence information or national security information
- Job entails signatory authority over third-party funds or assets valued at \$10,000 or more
- Position has authority to enter into financial agreements valued at \$10,000 or more
- Position where regular duties involve "modifying digital security systems established to prevent the unauthorized use of the employer or client networks or databases"
- Position as a Police Officer
- Public official position involving a "high degree of public trust"
- Position must be bonded under federal, state or local law
- Federal or state law requires that the employee in this position has a security clearance

Oregon

- Position is with a federally insured bank or credit union
- Credit report for this position is required by state or federal law
- Position is that of a public safety officer as defined by state law
- One of this position's essential functions requires access to financial information not customarily required in retail transactions other than a loan or extension of credit that is, beyond check information or debit or credit card numbers
- This position requires a credit report as a condition of bonding or insuring the employee

Philadelphia, PA

- Position requiring the employee to be bonded under city, state, or federal law
- Supervisory or managerial position that involves setting the direction or policies of a business, division, unit or similar part of a business
- Position involving the authority to make payments, transfer money, collect debts, or enter into contracts
- Position requiring access to financial information pertaining to customers, employees, or the employer, other than retail transactions
- Position requiring access to valuable confidential or proprietary information

Vermont

- Credit report for this position is required by state or federal law or regulation
- This position involves access to confidential financial information
- The employer is a financial institution or credit union as defined by state law
- This position is that of a law enforcement officer, emergency medical personnel, or a firefighter as defined by state law
- Fiduciary position including the authority to issue payments, collect debts, transfer money, or enter into contracts
- A credit report for this position is a valid and reliable predictor of employee performance in the specific position of employment
- This position involves access to an employer's payroll information

Washington

- Pursuant to requirement of federal or state law
- Position where good credit is substantially job related and reason is disclosed in writing

Washington DC

- Required by D.C. law to obtain a credit report for this position
- Position is with a financial institution, that involves access to personal financial information