

BACKGROUND SCREEN AUTHORIZATION

A Summary of Your Rights Under FCRA

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The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20006. Background screens are conducted by Trak 1 Technology, 7131 Riverside Parkway, Tulsa, Oklahoma 74136.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.
- **States may enforce the FCRA, and many states have their own consumer reporting laws.** In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS/CONTACT

1. a. Banks, savings assoc, credit unions with total assets over \$10 billion + affiliates. Contact: Bur. of Consumer Financial Protection, 1700 G St NW, Washington, DC 20006.

1. b. Affiliates that are not banks, savings assoc, or credit unions also should list in addition to the Bureau: Contact: Federal Trade Commission (FTC): Consumer Response Center—FCRA, Washington, DC 20580; 877-382-4357.

2. a. National banks, federal savings assoc, and federal branches and federal agencies of foreign banks. Contact: Office of the Comptroller of the Currency Customer Assistance Group, 1301 McKinney Street, Suite 3450, Houston, TX 77010-9050.

2. b. State member banks, branches/agencies of foreign banks, comml lenders owned or controlled by foreign banks, orgs operating under sect 25 or 25A of the Fed Reserve Act. Contact: Federal Reserve Consumer Help Ctr, P.O. Box 1200, Minneapolis, MN 55480.

2. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, insured st. savings. Contact: FDIC Consumer Ctr, 1100 Walnut St, Box #11, Kansas City, MO 64106.

2. d. Federal Credit Unions. Contact: Natl Credit Union Admin Ofc of Consumer Protection (OCPI), Div Consumer Compliance & Outreach (DCCO), 1775 Duke St, Alexandria, VA 22314

3. Air Carriers. Contact: Asst. General Counsel for Aviation Enforcement & Proceedings, Department of Transportation, 400 Seventh Street SW, Washington, DC 20580.

4. Creditors Subject to Surface Transportation Board. Contact: Office of Proceedings, Surface Transp. Board, Dept of Transportation, 1925 K St NW, Washington, DC 20423.

5. Creditors Subject to Packs and Stockyards Act. Contact: Nearest Packers and Stockyards Administration area supervisor.

6. Small Business Investment Companies. Contact: Assoc Deputy Admin for Capital Access, US Small Business Admin, 409 3rd St, SW, 8th Floor, Washington, DC 20416.

7. Brokers and Dealers. Contact: Securities and Exchange Commission, 100 F St NE, Washington, DC 20549.

8. Federal Land Banks, Federal Land Bank Assoc, Federal Interm. Credit Banks, Prod Credit Assoc. Contact: Farm Credit Admin, 1501 Farm Credit Dr, McLean, VA 22102-5090.

9. Retailers, Finance Companies, and All Others. Contact: FTC Regional Ofc for creditor's region or FTC: Consumer Response Ctr—FCRA, Washington, DC 20580; 877-382-4357.



Professional Employer Services

3550 W Robinson, #300 Norman, OK 73072 nextep.com info@nextep.com Ph 888.811.5150 Fax 888.811.5161

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This page to be completed by the Applicant

Disclosure

By signing below, you acknowledge and understand that in connection with your application for employment with _____ and Nextep, Inc. (together, "the Company") (including contract for services), consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including but not limited to consumer credit, criminal records, driving history records, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records and others. You further understand that these reports may include experience information along with reasons for termination of past employment. Furthermore, you understand that information from various Federal, State, local and other agencies which contain information about your past activities will be requested. You understand that a consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made. You are hereby notified that you have the right to request a copy, upon proper identification and the payment of any legally permissible fees, of the above investigative background report contained in the Company's files on you at the time of your request. You are further notified that prior to being denied employment based in whole or in part, on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Background screens are conducted by Trak 1 Technology, 7131 Riverside Parkway, Tulsa, Oklahoma 74136.

Authorization

By signing below, you hereby authorize, without reservation, any party or agency contacted by this organization to furnish the above mentioned and requested information. You further authorize ongoing procurement of the above mentioned information, reports and records at any time during your employment or contract. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish the Company with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

Acknowledgement of Receipt of Summary of Rights

By signing below, you certify you have read and fully understand this disclosure and authorization, all of the information you are providing is true, complete, correct and accurate, and you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

Name: First		Middle		Last	
Address	City, State, Zip				
Email Address		Social Security #		Birth Date	
Driver License #		State Issued		Expiration	
Former: Name(s)	Former Address(es)				

A past felony conviction is not an absolute bar to employment with the Company. It is our policy to consider: 1) The nature and gravity of the offense or conduct; 2) The time that has passed since the offense, conduct and/or completion of the sentence; and 3) The nature of the job held or sought. It is also our policy to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity.

Have you plead guilty or been convicted of a crime in the last 7 years, or have such a case pending? If yes, explain. Yes No

Explain, if yes

Additional Info

Applicant Signature _____ Date _____

For California, Minnesota or Oklahoma applicants: If you would like to receive a copy of the consumer report, if one is obtained, please check this box and read below: If you checked the applicable box and you are a California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report. For California applicants only, if public record information about your character, general reputation, personal characteristics, and mode of living is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information within seven (7) days of the employer's receipt unless you check this box. By checking this box you hereby waive your right to obtain any additional copy of the consumer report.



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This page to be completed by the Client

STEP 1 Tell us about your company and how to bill the search:

Company Name		Client #	
Location		Department	
Your Name		Client Phone #	
Email Address	<i>this is where the results will be sent</i>		
<input type="checkbox"/> Check here if applicant is also being sent for a pre-employment drug test. Location:			

STEP 2 Check the search you wish to conduct. Start with a base search package:

<input type="checkbox"/> Basic* \$15	Multi-state criminal, sexual predator & violent offender search, OFAC National Terrorist Watch List, SSN verification, multi-county criminal search for current state of residence
<input type="checkbox"/> Texas* + \$15	Recommended add-on to Basic package for Texas applicants, queries state Dept of Safety for criminal offenses (TX no longer reports updated information to the BroadScreen multi-state criminal database.)
<input type="checkbox"/> Premium \$40 + county fees	Multi-state criminal, sexual predator & violent offender, SSN verif, multi-county criminal search for current state of residence, CrimTrak 7-Year 3-County (<i>criminal searches of last 3 counties of residence in the past 7 years</i>)

Add on supplemental searches, if needed:

<input type="checkbox"/> Employment Credit Report** \$10	<input type="checkbox"/> FACIS Fraud sanctions*** \$8
<input type="checkbox"/> Professional License Verification \$10 per license	<input type="checkbox"/> Motor Vehicle Records Okla: \$35; Texas: \$12
<input type="checkbox"/> Personal Reference Verification \$10 per reference	<input type="checkbox"/> County Criminal Search \$10 + county fees
<input type="checkbox"/> Employment Verification \$14 per employer+ any fees	<input type="checkbox"/> Federal Court Record Search \$10
<input type="checkbox"/> Education Verification \$10 per school/degree + any fees	<input type="checkbox"/> Other:

* **TEXAS EMPLOYERS:** It is recommended that at a minimum, you perform the Basic Package PLUS the Statewide Search (\$30) since Texas no longer report state information to the multi-state criminal database.

** The Credit Report is only recommended for those who will have significant fiduciary responsibility in the company, such as a CFO.

***The FACIS Report is recommended for those who work in the health care field.

STEP 3 Forward this sheet and signed authorization form to Nextep | Email: hr@nextep.com or Fax: 888.811.5161

The prospective employee must fill out and sign the authorization form on the following page. If you are requesting employer, education, or personal reference verification, please be sure to include the candidate's employment application, which includes any applicable reference names, phone numbers, schools attended, graduation dates, employment locations and dates, etc.



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APPLICATION FOR EMPLOYMENT

References

Please list three professional references that are not related to you.

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

Disclaimer & Signature

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may result in refusal of, or if employed, immediate termination from employment. Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. It is my understanding that a thorough investigation may be made into my entire work history and all data given in my application for employment, related papers, or oral interviews. I authorize such investigations and the giving and receiving of any information requested and I release from liability any person giving or receiving such information. I acknowledge that any oral representation or written statements, which may have been made to me, to the contrary of this paragraph, are expressly disavowed and may not be relied upon.

I also understand that a test for illegal controlled substances will be conducted at the expense of the Company as part of the Company's selection and hiring process. Any offer made to an applicant is conditional upon successful completion of the drug screen.

Signature		Date	
Printed Name			



APPLICATION FOR EMPLOYMENT

Education

Institution Name	City & State	Name of Degree Received	Month and Year Degree Awarded	Your Name at Time of Graduation
High School				
Vocational				
College				
Other				

Previous Employment

Please list newest to oldest

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities			
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no Reason:		

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities			
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no Reason:		

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities			
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no Reason:		



APPLICATION FOR EMPLOYMENT

Our Company hires solely on the basis of merit. It is the policy of the Company to comply with all applicable State and Federal laws prohibiting discrimination in employment based on race, color, sex, religion, national origin, disability, or other protected classifications.

Applicant Information

Name			
Address			
City, State, Zip			
Phone(s)		Email	
Today's Date		Date Available	
Desired Position		Desired Pay	\$
How did you learn about us?			
Are you legally authorized to work in the United States of America?		<input type="checkbox"/> yes <input type="checkbox"/> no	
Are you presently employed?	<input type="checkbox"/> yes <input type="checkbox"/> no	If so, where?	
Have you previously worked for us?	<input type="checkbox"/> yes <input type="checkbox"/> no	If so, when?	
Are you at least 18 years of age or older?	<input type="checkbox"/> yes <input type="checkbox"/> no	Age, if under 18	
Have you ever been discharged or asked to resign from a job?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, explain	
Do you have a valid drivers' license?	<input type="checkbox"/> yes <input type="checkbox"/> no	Do you currently use illegal drugs?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can you fluently speak English?	<input type="checkbox"/> yes <input type="checkbox"/> no	Can you fluently read and write English?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary		

Please note any other information that may be helpful, including foreign languages , certifications, licenses, and computer skills.

A past felony conviction is not an absolute bar to employment with the Company. It is our policy to consider: 1) The nature and gravity of the offense or conduct; (2) The time that has passed since the offense, conduct and/or completion of the sentence; and (3) The nature of the job held or sought. It is also our policy to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity.

Have you ever been convicted of a felony or have such a case pending? If yes, please explain below.	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been convicted of a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged, or do you have such a case pending? If yes, please explain below. (Exclude minor traffic offenses and/or plea of guilt or conviction that has been sealed pursuant to Okla. Stat. title 22 §19, or any other state regulations).	<input type="checkbox"/> yes <input type="checkbox"/> no

Have you ever been disciplined, terminated, or resigned because of sexual harassment in the workplace?	<input type="checkbox"/> yes <input type="checkbox"/> no
--------------------------------------------------------------------------------------------------------	----------------------------------------------------------

