Client Name:	Children's Aid Society	Client Account Number:	
Client Contact:	Denise Cone	Client Phone Number:	205-943-5335
Client Email:	dcone@childrensaid.org		

DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT
AND/OR INVESTIGATIVE CONSUMER REPORT

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

PLEASE BE ADVISED that Children's Aid Society of Alabama ("the End User") may obtain information about you from a Consumer Reporting Agency in order to evaluate your eligibility **for employment purposes**. Thus, you may be the subject of a **Consumer Report** or an **Investigative Consumer Report**, which may include information about your character, general reputation, personal characteristics, and mode of living, and which can involve personal interviews with sources such as your neighbors, friends, associates, or others. These reports may include employment history and reference checks, criminal and civil history information, motor vehicle records and moving violation reports ("driving records"), sex offender status reports, education verification, professional licensure verification, drug testing, Social Security Verification, and information concerning workers' compensation claims. Workers' compensation claims information will only be requested after a conditional offer of employment has been made. Credit history will only be requested in compliance with applicable federal and/or state laws. The scope of the Authorization will be all-encompassing, allowing the End User to obtain all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment without further notice, to the extent permitted by law. As a result, you should carefully consider whether to authorize the procurement of a report.

PLEASE BE FURTHER ADVISED that it is the End User who determines the nature and scope of any consumer report, and you have the right, upon written request to the End User and made within a reasonable time after receipt of this notice, to obtain a complete and accurate disclosure of the nature and scope of any such report. Furthermore, you have the right to request from the End User a written summary of the rights of a consumer prepared pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681g(c).

FINALLY, PLEASE BE ADVISED that the Consumer Report and/or Investigative Consumer Report will be prepared by Employment Screening Services, Inc., 2500 Southlake Drive Birmingham, AL 35244, USA. Toll-free 866.859.0143, www.es2.com, or its subcontractor.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THE FOREGOING DISCLOSURE.

_____ _____
APPLICANT'S SIGNATURE DATE

_____
APPLICANT'S NAME IN BLOCK LETTERS

2500 Southlake Park | Birmingham, AL 35244
www.es2.com

AUTHORIZATION

I HEREBY AUTHORIZE Children's Aid Society of Alabama (the "End User") and ESS or ESS's subcontractor(s) to obtain "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any person or entity, 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 ESS, 2500 Southlake Park, Birmingham, AL 35244, toll free 866.859.0143, www.es2.com, or another outside organization acting on behalf of ESS. The term "background information" includes, but is not limited to, employment history, reference checks, criminal and civil history information, motor vehicle records, moving violation reports, sex offender status information, credit reports, education verification, professional licensure verification, drug testing, information related to my Social Security number, and information concerning workers' compensation claims. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of the Disclosure Of Procurement Of Consumer Report And/Or Investigative Consumer Report. I understand I can view ESS's Privacy Policy on its website, www.es2.com.

Signature of Employee or Prospective Employee _____ Date _____

IF THE EMPLOYEE OR PROSPECTIVE EMPLOYEE IS A MINOR CHILD UNDER THE AGE OF EIGHTEEN YEARS:
I am the parent or legal guardian of the minor child who signed hereinabove; having read the foregoing Authorization, and in my capacity the minor's parent or legal guardian, I hereby authorize and consent to the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this Authorization and, if the minor is hired, throughout the minor's employment.

Signature of Parent or Legal Guardian _____ Date _____

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.				
Print: Last Name		First Name		Middle Initial
Date of Birth	Social Security Number		Driver's License Number	State
Current Address:		City	State	Zip Code
Previous Address (Past 7 Years):		City	State	Zip Code
Previous Address (Past 7 Years):		City	State	Zip Code
Alias Names (Other names I have been known by):				
Degree Obtained	Year Graduated	Name of School		City and State of School
Last Name Used at Time of Graduation				

Searches to be Ordered

Social Security Report	**Statewide Criminal**	**Instant Criminal**	**Motor Vehicle Report**	

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20522.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes 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, DC 20552.**

- **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 identity theft and place a fraud alert in your file;
    - Your file contains inaccurate information as a result of a 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 may 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 1-888-567-8688.

- **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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357