

# Background and Drug Screening Authorization and Release



## Information

Worksite Employer:

Employee Full Name:

Employee Full Maiden Name:

Full Address:

City, State, ZIP:

Date of Birth:

Social Security Number:

Gender:  Male  Female

Drivers License Number:

State of Issuance:

Prior Address:

City, State, ZIP:

Packet I \$50.00

- Credit History
- Driver's License History
- Social Security Number Verification
- Sex Offender Records – Nationwide

Packet III \$140.00 (Includes Packet I)

- State Criminal Records
- Wants and Warrants
- County Criminal Records
- County Civil Records Search
- Federal Criminal Records Search

Packet II \$100.00 (Includes Packet I)

- Employment Verification
- Education Verification
- Workers Compensation Report

Packet IV \$185.00

- Includes Packet I, II, and III

Please include a copy of current resume or Pre-Employment form for Employment and Education Verification

\*Prices vary per state

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## Applicant Information

Name (First, Middle, and Last):

Other Names, Aliases, Maiden Name, etc.:

Date of Birth\*:

Gender\*:  Male  Female

Social Security Number\*:

Drivers License Number:

State:

Current Address:

City:

State:

ZIP:

Former Address (Prior to Above):

City:

State:

ZIP:

School Name (Highest Completed):

School Location/Branch:

Degree:

Major:

Year Graduated\*:

\*Information so marked will be used for purposes of background screening only and will not be used for any employment/hiring decisions.

### CONSENT, RELEASE AND NOTICE REGARDING BACKGROUND INVESTIGATIONS; CONSENT AND RELEASE FOR DRUG TESTING AND SUMMARY OF RIGHTS UNDER FAIR CREDIT REPORTING ACT

***[IMPORTANT PLEASE READ CAREFULLY BEFORE SIGNING]***

**Consumer Report and Investigative Consumer Report:** The applicant above who is also the undersigned below (“I”, “Me” and “My”) hereby instructs, approves and consents that Matrix One Source, and any of its affiliates or subsidiaries, as the prospective or current employer (the “Company”), may obtain information about Me from a consumer reporting agency for employment purposes. Thus, I hereby authorize the Company to obtain such information from any lawful source by any lawful manner and understand that I may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about My character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as My neighbors, friends, or associates, including motor vehicle record (or “driving record”) checks, workers compensation records, civil and criminal court records, credit bureau files, employment references, personal references, drug screening, any educational and licensing institution or military branch, and any criminal record information pertaining to Me which may be in the files of any Federal, State or Local criminal justice agency in Florida or any other State. These reports may be obtained at any time after receipt of this authorization and, if I am hired, throughout My employment with the Company. I understand that I have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The Company may utilize a variety of outside organizations and I understand that I may obtain the name and address of any such outside organization used to obtain information upon request made to the Company. The scope of this notice and authorization is all-encompassing, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if I am hired, throughout

Initial: \_\_\_\_\_

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the course of My employment to the extent permitted by the Fair Credit Reporting Act and any other applicable law. As a result, I know that I should carefully consider whether to exercise My right to request disclosure of the nature and scope of any investigative consumer report. I also understand that I may withhold my permission and refuse to execute this document and that in such a case, no consumer report or investigation will be done, and my application for employment will not be processed further. I hereby, release and hold harmless any individual, corporation, or private or public entity from any and all causes of action and any claims that may arise or relate to their providing to the Company any information or data requested pursuant to the consent given herein for obtaining and use of Consumer Reports and Investigative Consumer Reports, all such causes of action and claims being hereby unconditionally and irrevocably waived.

**Drug Testing:** The Company has a strong commitment to ensure the safety of all employees and Company’s clients, tenants, subtenants, invitees, licensees and guests, and therefore has a strict drug and alcohol free workplace policy (“Drug Free Workplace Policy”). Therefore, I hereby voluntarily consent to have the Company or its authorized testing agent perform a urinalysis for the purpose of screening for the use and abuse of any intoxicating substance. Further, I acknowledge that if I refuse to submit to any urinalysis screening, now or in the future, the Company reserves the right to reject my application for employment or, in the alternative, to terminate my employment. The Company’s Medical Review Officer will be authorized to receive drug test results and other medical information as required to interpret these results. The Medical Review Officer is authorized to release these results and information in a confidential manner to the appropriate Company officials. I agree to waive any physician/patient privilege that may otherwise exist with respect to drug testing and I understand that this information is to be kept confidential by the Medical Review Officer and the Company. The Company and its testing agent may only divulge the drug testing information if required by law or court order. I hereby, release and hold harmless any individual, corporation, or private or public entity from any and all causes of action and any claims that may arise or relate to their providing to the Company any information or data requested pursuant to the consent given herein for obtaining and use of drug testing information obtained by urinalysis screening, all such causes of action and claims being hereby unconditionally and irrevocably waived.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST WHENEVER I AM INVOLVED IN AN ON- THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I HEREBY AGREE TO SUBMIT TO ANY SUCH TEST.

## ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION, CONSENT FOR DRUG TESTING and the SUMMARY OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (attached as Exhibit “A” hereto) and certify that the foregoing is written in plain language and that I have read and understand all of the foregoing. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports”, and the conduct of urinalysis screening for purposes of drug testing described above, at any time after receipt of this authorization and, if I am hired, throughout my employment with the Company. 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 the Company through its consumer reporting agency, and other outside organizations acting on behalf of the Company, and/or the Company itself.

I agree that a facsimile (“fax”) or photographic copy of this document shall be as valid as the original.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name : \_\_\_\_\_

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## EXHIBIT "A"

### A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

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 that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit), or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

**You must be told if information in your file has been used against you.** Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.

**You can find out what is in your file.** At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identity theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for details about how to obtain your free report.

**You have a right to know your credit score.** Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on [www.ftc.gov/credit](http://www.ftc.gov/credit). In some mortgage transactions, you will get credit score information without charge.

**You can dispute inaccurate information with the consumer reporting agency.** If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**Inaccurate information must be corrected or deleted.** A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.

**Outdated negative information may not be reported.** 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 as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**Your consent is required for reports that are provided to employers.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.

**You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers.** These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future.

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You may seek damages from violators. If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file “active duty” alerts to help prevent identity theft. For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

To Complain and For Information	Please Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367(Toll-Free)
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051