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**AUTHORIZATION FOR BACKGROUND REPORTS**

***Gentle Transitions* works with a geriatric clientele. Some would consider our client population vulnerable and/or frail. Considering this, the fact that we are in client homes on a regular basis, and the existence of numerous elder protection laws, *Gentle Transitions* conducts a background check on potential employees in order to protect our clients and our own integrity.**

If *Gentle Transitions* and applicant have an initial understanding between them that both parties are interested in applicant becoming an employee, prior to such offer being made by *Gentle Transitions*, a background report will be ordered from Unisource Screening & Information, Inc. (hereinafter "Agency") which is located at P.O. Box 159, Rancho Cucamonga, CA 91729. Their toll free number is (800) 525-6972.

By my signature below, I authorize Agency, Unisource Screening, (ICRA – Investigative Consumer Reporting Agency), its agents or assigns, to obtain from any lawful source (public or private), information on me which may include, but not be limited to, my character, general reputation and personal characteristics. This information may be obtained from, but is not limited to, government or private agencies, civil and criminal records and data including related education, credit and employment, by and through any legal representatives for a period of six (6) months from this date. I understand this data will not be used for credit or any unlawful purpose and that I can instruct Agency to decline to provide my prospective employer with my age, race, religion or other immaterial information. *Gentle Transitions* understands that the background report will only be used by *Gentle Transitions* to determine my employment and for no other purpose.

Please provide the following information:

Print Full Name:			
Present Address:			
City:	State:	Zip:	
Social Security Number:			
Date of Birth: (For identification purposes only)      /      /			
Driver's License Number:		State of Issue:	

During this background investigation, you may need to be contacted by your prospective employer or its agent for additional information pertaining to your background report. Please provide a current telephone number where you may be reached.

Home Phone: (    )	Cell Phone: (    )
Signature:	Date:    /    /
<b>California, Minnesota and Oklahoma Residents Only:</b>	
If a consumer <b>credit report</b> were ordered, would you like a free copy of the report mailed to your home, directly from the <u>Credit Bureau</u> ?    YES _____ NO _____	
<b>California Residents Only:</b>	
I would like a copy of any credit report sent to the above listed address: YES _____ NO _____	



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ATTACHMENT 2

IMPORTANT NOTICE  
CONCERNING BACKGROUND AND INVESTIGATIVE REPORTS

In connection with your application for employment or your employment (including contract for services), we will obtain a background report and, if the position you have applied for requires, an investigative report on you from Unisource Screening and Information, Inc. (P.O. Box 159, Rancho Cucamonga, CA 91729).

This report may contain information bearing on your character, general reputation, or personal characteristics, from public or private records sources or through personal interviews with your neighbors, friends, associates or educational facilities. Further, we will be requesting information from various federal, state, local and other agencies about your past activities.

We may request any of the following reports: written report about you covering public record information, criminal records, driving record, education, and prior employment. These reports will include experiences others have had with you, along with reasons for termination of past employment.

The law requires that we provide you with this disclosure not later than three (3) days after the date on which this report is first requested. The law also requires that we provide you with a copy of the report and information on who issued the report and how to contact them, either at the time of our interviews with you or within seven (7) days of the date we received the report, whichever is earlier.

Attached to this notice is a **Summary of your Rights under California Law with respect to Investigative Reports** ("Summary").

By signing below, you acknowledge receipt of this Notice and Attachment 3 - Summary of Rights.

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

\_\_\_\_\_  
Applicant's/Employee's Signature

\_\_\_\_\_  
Print Name



APPLICANT'S COPY

SUMMARY OF RIGHTS

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## ATTACHMENT 3

Para información en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

### 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 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.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, 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 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 telephone 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 fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within sixty (60) days.

In addition, after September 2005 all consumers are entitled to one free disclosure every twelve (12) months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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 thirty (30) days. However, a consumer reporting agency may continue to report information it has verified as accurate.



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- **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 (7) years old, or bankruptcies that are more than ten (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.ftc.gov/credit](http://www.ftc.gov/credit).
- **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 telephone 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 1-800-5OPTOUT (1-800-567-8688).
- **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.ftc.gov/credit](http://www.ftc.gov/credit).

**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:
Consumer reporting agencies, creditors and others not listed below.	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Officer 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 Complaints 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) 519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100, Kansas City, MO 64108-2638 (877) 275-3342
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