BACKGROUND CHECK DISCLOSURE

Community Action, Inc. of Central Texas may order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are selected, may order additional background reports on you for screening purposes, to the maximum extent permitted by applicable law.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Community Action. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address www.adpselect.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, criminal history, and credit standing. An "investigative consumer report" is a background report that includes information from personal interviews. Information may be obtained from private and public sources and for investigative consumer reports from personal interviews as noted above. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Community Action Human Resources Department.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in the document titled A Summary of Your Rights Under the Fair Credit Reporting Act, as provided on subsequent pages.

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK

PLEASE PROCEED TO THE NEXT DOCUMENT: THE AUTHORIZATION FOR BACKGROUND CHECKS

AUTHORIZATION FOR BACKGROUND CHECKS

I authorize Community Action to obtain my background report, including investigative consumer reports. I also agree that a copy of this form is valid like the signed original. I understand that, as allowed by law, Community Action may rely on this authorization to order additional background reports, including investigative consumer reports, (1) during my employment and (2) from companies other than ADP Screening and Selection Services without asking me for my authorization again, as allowed by law. I understand Community Action may order a background report under my legal name and any other names I may have used.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

Please print your legal name:

Last Name:_____ First:_____ Middle: _____

_____/_____/_____
(Month/Day/Year)

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK

BACKGROUND CHECK INFORMATION

The information requested below is collected solely for the purpose of aiding Community Action in running a background check in connection with your application for employment. Community Action is requesting that you provide this information to assist in conducting a thorough background check as required by their respected grant funders.

First Name:_____Middle Name:_____Last Name:_____

For Identification Purposes Only:

Date of Birth: __ _____

Social Security Number: _____

Driver's License Number:_____State Issuing License:_____

Enter Nickname(s) Used:_____

Enter Any Other Names Used (including maiden names):

First Name:_____Middle Name:_____Last Name:_____

First Name:_____Middle Name:_____Last Name:_____

First Name:_____Middle Name:_____Last Name:_____

Addresses Within the Past Seven Years

(*use a separate sheet as needed*)

Present Street Address: _____

City/State/Zip: _____

Prior Street Address: _____

Prior City/State/Zip: _____

From_____/_____/_____- To_____/_____/_____
(Month/Day/Year) (Month/Day/Year)