



## BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

I hereby agree and consent to West Valley Staffing Group conducting an investigation into my background which may include obtaining the following information: (i) verification of my education, degrees, certifications, work experience, work record, educational transcripts, skills, and other information which bears on my employment qualifications; (ii) DMV records (including driving record); (iii) criminal background information (7 years from date of disposition); (iv) civil litigation background; (v) Social Security Number Verification; and (vi) other information contained in public records which bears on my character, general reputation, personal characteristics, and/or mode of living. I understand that West Valley Staffing Group will request information from sources in accordance with applicable law and will utilize such information only for purposes of determining my suitability and eligibility for employment, continued employment, and/or particular work assignments. I also agree that West Valley Staffing Group may, at any time, periodically conduct additional background investigations to update my background information.

The background check company, Creative Security Company, Inc. will prepare the background report for the WVSG organization. Creative Security Company, Inc. is located at 150 S. Autumn Street San Jose, Ca 95110, and can be reached by phone at (408) 295-2600 or at their Internet Web site address [www.creativesecurity.com](http://www.creativesecurity.com).

### STATE LAW NOTICES

If you live or work for the Company in the states listed below, please note the following

**CALIFORNIA:** You may view the file that CSC Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by certified mail or mail. You may also ask for a file-summary by telephone. CSC Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for CSC Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask CSC Screening and Selection Services for a free copy of the report.

**MARYLAND:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**MASSACHUSETTS/NEW JERSEY:** If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from CSC Screening and Selection Services. You may inspect and order a free copy of the report by contacting CSC Screening and Selection Services.

**MINNESOTA:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

**NEW YORK:** If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from CSC Screening and Selection Services, and you will be provided with the name and address of CSC Screening and Selection Services. You may inspect and order a free copy of the reports by contacting CSC Screening and Selection Services. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

**OREGON:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**WASHINGTON STATE:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask CSC Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

## CONSENT TO BACKGROUND INVESTIGATION

I understand that certain clients of West Valley Staffing Group may request the disclosure of my background information in connection with my being assigned by West Valley Staffing Group to work at such clients' facilities. I understand that West Valley Staffing Group will not disclose my background information to any clients unless and until West Valley Staffing Group obtains my prior written consent. I understand that if I fail to consent to the disclosure of my background information upon request, I may be precluded from obtaining a particular assignment for which the disclosure of my background information may be required.

I understand that I may revoke this consent at any time by submitting written notice of such revocation to West Valley Staffing Group's Human Resources Department, and that such revocation may adversely affect my continued employment at West Valley Staffing Group or its clients.

By checking this box, I wish to receive a copy of any public record obtained by West Valley staffing Group in connection with its background investigation.

I voluntarily agree to provide the following information honestly and accurately, and I understand and agree that this information may be used by West Valley Staffing Group for the purpose of conducting a background investigation.

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

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

# BACKGROUND CHECK INFORMATION

Print **Full Legal** Name (as listed on social security card and/or drivers license):

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Current Address: \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please provide your addresses for the past 7 years:**

**Address #1:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #2:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #3:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #4:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #5:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #6:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address #7:** \_\_\_\_\_ Years There: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A Summary of Your Rights  
Under the Provisions of California Civil Code Section 1786.22**

The Investigative Consumer Reporting Agencies Act (ICRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). You can find the complete text of the ICRA, at the California Privacy Protection web site (<http://www.privacy.ca.gov/icraa.htm>). The ICRA gives you specific rights, as outlined below. You may have additional rights under federal law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
  
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
  - (1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
  - (2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
  - (3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.
  
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
  
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
  
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
  
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.