

Disclosure and Release Authorization

For everyone's benefit, **Arc Sight** has a policy of pre-employment background screening reports on job applicants as a condition of employment. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the work place. It is conducted in accordance with applicable federal and state laws including the Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency-Valley Track, LLC. As a result, the employer may obtain a Consumer Report and/or an Investigative Consumer Report on you as an applicant or during employment.

- ❖ A Consumer Report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving history, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personnel references.
- ❖ A Consumer Report may also include reference checks from former employers or references provided by the job applicant. Any reference check is strictly limited to job related information. These are known as *investigative consumer reports*. This type of report is legally defined as a report based upon interviews that may contain information relating to character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report, you may contact the employer or Valley Track, LLC at (408) 626-8772 or at PO Box 5536 San Jose, CA 95150-5536.
- ❖ In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to takes such adverse action shall provide the consumer to whom the report relates, a copy of the report and a description in writing of the rights of the consumer under this title, as prescribed by the Federal Trade Commission section 609(c) (3).
- ❖ California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect Valley Track's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any costs involved; the applicant may be accompanied by one other person who must show proper identification; and trained Valley Track personnel will explain any of the information in the report and will provide written explanation for any coded information.
- ❖ **California Applicants Only:**
I would like to receive a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested. Yes No

I, _____, hereby consent and **Arc Sight** and/or Valley Track, LLC. on the employer's behalf, to prepare a report as defined above for employment purposes before employment or anytime after employment.

Signature: _____

Date: _____

Print Name Clearly: _____

Other Names Used: _____

Date of Birth: _____

Address: _____

Social Security: _____
