

DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION

In connection with my application for employment at **Westways Staffing Services, Inc.**, I hereby authorize **Westways Staffing Services, Inc.** ("Company") and ScreeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of *Westways Staffing Services, Inc.* as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the Disclosure concerning my rights.
2. All reports are confidential, and provided to *Westways Staffing Services, Inc.* for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. ScreeningOne may be contacted by writing to: ScreeningOne, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to *Westways Staffing Services, Inc.* or ScreeningOne.
5. I further release all of the above, including *Westways Staffing Services, Inc.* and ScreeningOne, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

For the benefit of *Westways Staffing Services, Inc.* and employees, *Westways Staffing Services, Inc.* has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice 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 workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by ScreeningOne, Inc., an outside agency. *Westways Staffing Services, Inc.* may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The 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 record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my 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 or to determine if a report on you has been requested, you may contact *Westways Staffing Services, Inc.* or ScreeningOne, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c) (3).
4. 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 ScreeningOne's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained ScreeningOne personnel will explain any of the information in the report and will provide written explanation for any coded information.

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY.

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

SOCIAL SECURITY NUMBER DRIVER'S LICENSE NUMBER OR STATE ID# STATE ISSUE E-MAIL ADDRESS

FOR IDENTIFICATION PURPOSES, PLEASE PROVIDE: FULL DATE OF BIRTH _____

HAVE YOU USED ANY NAMES OR SOCIAL SECURITY NUMBERS OTHER THAN ABOVE? YES NO

Please List Other Names Used: _____ Please List Other SS Number Used: _____

Signature Authorizing the Procurement of the Consumer Report and/or Investigative Consumer Report TODAY'S DATE

I understand that in CALIFORNIA, MINNESOTA, or OKLAHOMA if a Consumer Report/Investigative Consumer Report (including any Credit Report) was requested, I may order a copy of such report and it will be mailed to me: Yes please send me a copy of my Report.

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES

Current Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____

Former Address: _____

City: _____ County: _____ State: _____ Zip: _____