

NOTICE TO APPLICANTS/EMPLOYEES REGARDING CONSUMER/CONSUMER INVESTIGATIVE REPORTS

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police records, education, qualifications, motor vehicle records, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with this company. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with this company.

If investigative consumer reports are requested, they can contain information about your character, general reputation, personal characteristics, and mode of living obtained through personal interviews, verifications of employment, schools attended, or professional licenses held. If these reports are obtained, you have the right to request additional disclosure on the "Scope and Nature" of the investigation and a Summary of Your Rights Under the FCRA. This request must be made in writing within a reasonable period of time.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and phone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information under your rights under the law.

If you are a Minnesota or Oklahoma applicant, and you would like to receive a copy of your consumer report, please check this box .

By signing this form you are certifying that you have read this stand alone notification and are aware of the above.

Printed name: _____

Signature: _____

Date: _____