Print Form

The Visiting Nurse Association of the Inland Counties conducts criminal background checks of all staff and volunteer applicants. We are contracted with Pre-Employ.com to accomplish that check. Following is information provided by Pre-Employ.com regarding the background check process, and the disclosure of information needed to conduct the check.

PLEASE READ CAREFULLY

DISCLOSURE AND AUTHORIZATION FORM

Pre-employ.com will procure a consumer report and/or investigative consumer report on you in connection with your employment application. **Pre-employ.com, Inc.,** or another consumer reporting agency, will obtain the report for the Visiting Nurse Association of the Inland Counties. **Pre-employ.com, Inc is located at 2301 Balls Ferry Rd, Anderson, Ca. 96007 and can be reached at 800-300-1821.**

The report will contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, licensing and certification checks, etc. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to: **Compliance Department, P.O. Box 491570, Redding, CA 96049 or faxed to 888-999-3839.**

A summary of your rights under the Fair Credit Reporting Act is available by visiting ***www.ftc.gov/credit***. You may also write to the FTC Consumer Response Center, Room 130-A, 600 Pennsylvania Ave, N.W., Washington, D.C. 20580.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave., N.W., Washington, D.C. 2058.

ADDITIONAL STATE LAW NOTICES

Because you live or are applying for a job in the state of California, please review these additional notices.

CALIFORNIA: You may view the file maintained on you by **Pre-employ.com, Inc.** You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at **Pre-employ.com, Inc.** offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. **Pre-employ.com, Inc.** has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization form. By my signature below, I consent to the release of reports prepared by a consumer reporting agency, such as **Pre-employ.com, Inc**., to the Visiting Nurse Association of the Inland Counties. I understand that if the Visiting Nurse Association of the Inland Counties hires me, my consent will apply throughout my employment unless I revoke or cancel it by sending a signed letter to **Compliance Department, P.O. Box 491570, Redding, Ca. 96049 or faxed to 888-999-3839.**

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during or after my employment, if any, may be utilized for the purpose of obtaining criminal background reports.

By my signature below, I also authorize the disclosure of information concerning my criminal history, and all other information deemed pertinent by the consumer reporting agency, to the agency by the following: past or present employers; law enforcement agencies; federal, state and local courts; and the military.

For residents of, or for jobs located in California: You will be provided with a free copy of any reports if you check the box below. You may obtain information or copies from the Company's file at any time prior to your receipt of such copies, to the extent available, by contacting **Compliance Department, P.O. Box 491570, Redding, CA 6049 or by toll free fax 888-999-3839.**

I request a free copy of the report. ☐

Occasionally, Pre-employ.com and/ or its partners send information on identity theft protection, background check information and other related products or services.

I DO____ or I DO NOT____ wish to receive this information via email or mail.

Signature: _____ Date: _____

The following information is for identification purposes only. Please print clearly in Black Ink!

Name: Last First Middle

List all other names used in the last 7 years:

Date of Birth: **Social Security Number:**

Drivers License Number: State issued:

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Current Address:

City: State: Zip:

Address History - Please list the city, state, and zip you have lived or worked in for the past 7 years with approximate dates:

Dates: City: State: Zip:

Dates: City: State: Zip:

Dates: City: State: Zip:

Daytime phone number: ( ) Email Address:

******* APPLICANT – DO NOT WRITE BELOW THIS LINE *******

Company ID: **Company Name:** **PO#**

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Please indicate the services you would like to request for this applicant.
Fax this sheet to 888-999-3839 or enter the information at https://www.pre-employ.com

Basic Services Requested:

VNAIC Basic Package: Social Security Verification/Locator and criminal background check in all counties lived and worked in the last 3 - 7 years.