

**IMPORTANT NOTICE TO APPLICANT:
PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING.
YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON
REQUEST**

**NOTICE OF CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT
APPLICATIONS AND EMPLOYMENT PURPOSES**

This form, which you should read carefully, has been provided to you because the Donald P. and Katherine B. Loker University Student Union, Inc. ("USU") may request consumer reports or investigative consumer reports in connection with your application for employment or during the course of and after your employment with USU, if any, for other employment-related purposes.

USU recognizes the importance of maintaining a safe workplace with honest, trustworthy, qualified, reliable and non-violent employees who do not present a risk of serious harm to their co-employees or others. For the benefit of all employees and USU, in furthering these interests and enforcing USU's policies, USU may perform applicant background checks and employee investigations. These background checks and investigations may be performed by USU, in whole or on part, in USU's discretion.

USU's applicant background checks and employee investigations may also include the use of consumer reporting agencies to gather and report information to USU in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative non-profit basis, regularly engages in whole or on part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. USU is not a consumer reporting agency.

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment, retention as an employee, or issues that may arise following employment, if any.

If USU requests an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by USU or a person a entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment with USU, if any, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you will be notified and given a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, no employment decision will be based solely on this information. Your consent is required by law before USU may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your application for employment and thereafter, during the course of and after your employment, if any, in USU's discretion. Your signature below indicates that you have carefully read and understand that USU may request and review consumer reports or investigative consumer reports regarding you, consistent with this policy, both in connection with your application for employment and during the course of and after your employment, if any, and that you consent to the release of such consumer reports or investigative consumer reports to USU for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention as an employee of USU. Your signature reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing.

Limitations on USU's ability to conduct lawful investigations of applicants and employees for purposes of promoting a safe workplace and otherwise maintaining an honest, trustworthy, qualified, reliable and non-violent workforce, are not acceptable. USU's employees are consequently expected to maintain their consent to USU's potential use of consumer and investigative consumer reports in keeping with this policy and are otherwise expected to cooperate fully with USU's

lawful effort to obtain such information. Refusal to consent to a consumer report or investigative consumer report as required by this notice and USU's policies, or any other attempt to interfere or failure to cooperate with USU's lawful investigation of an applicant or employee, may result in rejection of an application, withdrawal of an offer of employment or discipline, up to and including termination from employment.

CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to USU in conjunction with my application for employment. I further understand that this consent will apply during the course of and after my employment with USU, should I obtain such employment, and that such consent will remain in effect until revoked in a written document signed by me.

In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by sending a signed letter or statement to USU, indicating that I revoke my consent to USU's obtaining consumer reports or investigative reports about me for employment purposes.

I further understand that any and all information contained in my job application or otherwise disclosed to USU by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by USU and confirm that all such information is true and correct. Such reports may be requested from:

**Discrete Intervention
28025 Dorothy Drive, Suite 1206
Agoura Hills, CA 91301
(818) 865-0103**

I understand that the release of consumer reports to which I am consenting will be considered for employment purposes. The source of this report is as stated above.

By checking this box, I request a copy of any consumer report from the consumer reporting agency at no extra charge at the same time the report is provided to USU.

Under § 1786.22 of the California Civil Code, I understand that I may view the file maintained on me by the consumer reporting agency listed above. I may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency in person or by mail. I may also receive a summary of the file by telephone. The agency is required to have personnel available to explain my file to me. The agency is also required to explain to me any coded information appearing in my file. If I appear in person, I may be accompanied by one other person of my choosing, providing that person furnishes proper identification.

If adverse action is taken with respect to my application for employment based on a consumer investigative report, I understand that USU will notify me immediately. I then have the right, under the California Consumer Credit Reporting Agencies Act, to obtain from any consumer reporting agency that complies and maintains files on consumers on a nationwide basis, an additional free copy of my consumer report, provided my request is made within sixty (60) days of receiving notice of such adverse action.

I understand and acknowledge that nothing in this Notice and Consent is intended to be, or is, an offer of employment or a promise of continued employment. If employed by USU, my employment will not be for a specific period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by USU.

Name of Applicant (Printed)

Social Security Number

Applicant's Signature

Date