



**BDOTE LEARNING CENTER  
DISCLOSURE AND AUTHORIZATION FORM  
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT  
OR VOLUNTEER PURPOSES**

***Please Read Carefully Before Signing the Authorization***

**DISCLOSURE**

In considering you for employment or voluntary activity and, if you are employed or approved for volunteer work, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, BDOTE LEARNING CENTER (the "Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION FORM

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I \_\_\_\_\_ do \_\_\_\_\_ do not, authorize you to contact *my current* employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## BDOLE LEARNING CENTER - BACKGROUND AUTHORIZATION FORM

**Volunteer**                       **Employment**                       **Other:** \_\_\_\_\_

***Personal Data***

\_\_\_\_\_

Last Name	First Name	Middle Name
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\_\_\_\_\_

Driver's License # / State	Other Names Used (including maiden name)	Years Used
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\_\_\_\_\_

Social Security Number	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
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\_\_\_\_\_

Email address (may be used for official correspondence)

\_\_\_\_\_

Current Address	Dates Lived Here
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Addresses for the Past Seven Years: (include street, city, state, zip code)	Dates of Residence:
_____	_____
_____	_____
_____	_____

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

\_\_\_\_\_

Printed Name	Applicant Signature	Date
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**You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.**