



Background Screening and Human Resource Solutions

Employee Notice and Consent Document

Fax Number: 267-419-1396

Client Name: The Dubin Group (610-667-5100)

Client Code: DUBIN

Branch Code: DUBIN1

Service Code: Level 1C [] Drug [] Credit [] OTHER [] (please select)

Authorized Agent: _____ Time/Date Sent: _____

NOTICE TO EMPLOYEES

Your employer has contracted with First Contact HR to verify certain information contained in your application for employment (including contract for services) or provided by you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. Please complete all information requested.

EMPLOYEE'S LEGAL NAME: _____ Last Name First M.I.

DAYTIME PHONE #: _____ EVENING #: _____

CURRENT HOME ADDRESS: _____ Street City/State Zip

DATE OF BIRTH: _____ SOCIAL SECURITY # _____ Month/Day/Year

DRIVER'S LICENSE #: _____ STATE OF ISSUANCE: _____

It is possible that your employment may be determined in whole or in part by your employer using data from a report supplied by First Contact HR, 535 West Pennsylvania Avenue, Suite 101, Fort Washington, PA 19034. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

EMPLOYEE CONSENT: I understand and agree that First Contact HR will verify all or part of the information I have given my employer. I understand that this verification may include an inquiry into my credit history, driving record, criminal and civil records, felony & misdemeanor and deferred adjudication records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I understand I may be required to provide a sample (either urine or hair) for a screening for illegal drugs. I agree that such information which First Contact HR has or obtains, and my employment history if I am hired, may be supplied by First Contact HR to other companies that subscribe to First Contact HR. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

EMPLOYEE SIGNATURE: _____ DATE: _____