

AUTORIZACIÓN DE REVISIÓN Y REVELACIÓN DEL HISTORIAL PERSONAL

Con el fin de procurar la seguridad de nuestros clientes, empleados y de la propiedad, _____ (la "Compañía") pedirá un "Estudio Socioeconómico" (un estudio sobre antecedentes personales, laborales y/o criminales) sobre usted, en conexión con su solicitud de empleo, y si es contratado, o si ya trabaja para la Compañía, es posible que se pidan estudios adicionales sobre su historial laboral para efectos de contratación.

ADP Screening and Selection Services será la compañía encargada de realizar el Estudio Socioeconómico con el fin recaudar la información sobre sus antecedentes y así preparar el reporte. ADP Screening and Selection Services está localizada en el 301 de Remington Street, Fort Collins, CO, 80524, y puede contactarnos al tel. 800-367-5933.

El reporte de Estudio socioeconomico puede contener información referente a su reputación, características personales, forma de vida y solvencia de crédito. El tipo de información que puede solicitarse incluye pero no se limita a: Verificación de su número de Seguro Social; revisión de antecedentes penales, archivos públicos, educacionales y según sea apropiado, historial de infracciones de tránsito; verificación de empleo previo; verificación de referencias, licencias y certificaciones; informes de crédito; y resultados de análisis de uso de drogas. La información puede ser obtenida de fuentes privadas o públicas, incluyendo entrevistas personales con sus asociados, amistades y vecinos. (Un "informe investigativo para el consumidor" es un reporte del historial personal que incluye información derivada de entrevistas personales, excepto en California donde ese término significa cualquier reporte de historial personal). La naturaleza y alcance del informe investigativo para el consumidor más común, es una investigación de su historial educativo y/o su historial de empleo realizado por ADP Screening and Selection Services o por cualquier otra organización no afiliada a la Compañía.

Puede solicitar más información sobre la naturaleza y alcance de un informe investigativo para el consumidor, si ésta existe, llamando a la Compañía al ____-____-_____. Adjunto a este documento se proporciona un resumen de sus derechos bajo el Acta de Reporte Imparcial de Crédito.

NOTAS ESPECÍFICAS PARA CIERTOS ESTADOS

Si usted vive o trabaja para la Compañía en cualquiera de los estados abajo mencionados, por favor tome nota de lo siguiente:

CALIFORNIA: Usted puede ver el expediente que ADP Screening and Selection Services tiene sobre usted, y pedir una copia de dicho expediente, una vez que haya entregado los documentos de identificación necesarios y haya pagado los costos de copiado, solicitando tal copia en persona en las oficinas, en horas hábiles y habiendo dado aviso previo razonable, o por correo. También puede solicitar un resumen de su expediente por teléfono. ADP Screening and Selection Services puede contestar preguntas sobre la información contenida en su expediente, incluyendo cualquier información codificada. Si se presenta en persona, otra persona pueda acompañarlo, siempre y cuando esa persona pueda mostrar la identificación necesaria.

MAINE: Si usted nos lo pregunta, usted tiene el derecho de saber si la Compañía ha solicitado un informe investigativo para el consumidor sobre usted. Usted puede pedir el nombre, la dirección y el número telefónico de la oficina de ADP Screening and Selection Services más cercana a usted. Recibirá esta información en no más de 5 días hábiles a partir de la fecha en que fue recibida su requisición. Usted tiene el derecho de pedirle a ADP Screening and Selection Services una copia gratis de su informe.

MARYLAND: Si la Compañía obtiene su historial de crédito, será utilizado para evaluar si usted representa un riesgo inaceptable de robo u otro comportamiento deshonesto en el ejercicio del puesto para el que se le está considerando.

MASSACHUSETTS/NEW JERSEY: Si hace la requisición por escrito, usted tiene derecho a saber si la Compañía ha contratado a ADP Screening and Selection Services para que efectúe un informe investigativo para el consumidor sobre usted. Puede inspeccionar y pedir una copia gratis del reporte contactando a ADP Screening and Selection Services.

MINNESOTA: Si hace la requisición por escrito, usted tiene derecho a obtener de la Compañía un reporte, completo y fiel, de la naturaleza y alcance del informe para el consumidor o informe investigativo para el consumidor que ha sido solicitado, si éste existe.

NUEVA YORK: Si hace la requisición por escrito, usted tiene derecho a saber si la Compañía ha contratado a ADP Screening and Selection Services para que efectúe un informe investigativo para el consumidor sobre usted, y se le proporcionará el nombre y la dirección de ADP Screening and Selection Services. Puede inspeccionar y pedir una copia gratis del reporte contactando a ADP Screening and Selection Services. Una copia del Artículo 23A de la Ley de Corregimiento de Nueva York se adjunta a este documento.

OREGON: Si la Compañía obtiene su historial de crédito, será utilizado para evaluar si usted representa un riesgo inaceptable de robo u otro comportamiento deshonesto en el ejercicio del puesto para el que se le está considerando.

WASHINGTON STATE: Si hace la requisición por escrito, usted tiene derecho a obtener de la Compañía un reporte, completo y fiel, de la naturaleza y alcance del informe investigativo para el consumidor que hemos solicitado, si éste existe. También tiene el derecho de pedirle a ADP Screening and Selection Services un resumen escrito de sus derechos bajo el Acta de Reporte Imparcial de Crédito de Washington. Si la Compañía obtiene información concerniente a su valoración crediticia, solvencia de crédito o capacidad de crédito, será utilizada para evaluar si usted representa un riesgo inaceptable de robo u otro comportamiento deshonesto en el ejercicio del puesto para el que se le está considerando.

AUTORIZACIÓN PARA REVISIÓN DE HISTORIAL PERSONAL

Después de leer detalladamente esta Forma de Autorización, autorizo a la Compañía para que solicite el estudio socioeconómico sobre mis antecedentes personales y laborales, incluyendo reportes al consumidor que de mí se tengan. Entiendo que la Compañía puede utilizar esta autorización para pedir estudios adicionales, incluyendo informes investigativos para uso del consumidor durante mi empleo, sin pedir nuevamente mi autorización, según lo estipulado por la ley.

Asimismo autorizo a las siguientes agencias y entidades a divulgar a ADP Screening and Selection Services y sus agentes cualquier información sobre mí o concerniente a mi persona, incluyendo pero sin limitarse a: mis empleadores anteriores o actuales; instituciones educativas, incluyendo colegios de estudios superiores y universidades; agencias de policía y cualquier otra agencia federal, estatal y local; cortes federales, estatales y locales; las fuerzas armadas; agencias de crédito; laboratorios de análisis; archivos de las agencias de registro de vehículos; todos los demás bancos de información del sector público y privado; y cualquier otra persona, organización, o agencia que tenga información sobre mí o concerniente a mi persona. La información que puede ser divulgada a ADP Screening and Selection Services y sus agentes incluye, pero no se limita a, información referente a mi historial de empleo, ingresos, educación, historial de crédito, historial de registro de vehículos, antecedentes penales, servicio militar, credenciales y licencias profesionales, y análisis de abuso de sustancias.

Estoy de acuerdo con que la Compañía pueda utilizar esta autorización para obtener reportes de historial personal, incluyendo informes investigativos para el consumidor, de otras compañías aparte de ADP Screening and Selection Services, sin pedir nuevamente mi autorización, según lo estipulado por la ley. También estoy de acuerdo en que una copia de este documento tenga la misma validez que el original firmado. Certifico que toda mi información personal en este documento es *verdadera y correcta* y entiendo que ser deshonesto me descalificará de cualquier consideración de empleo con la Compañía, o que si soy contratado o si soy empleado actual de la Compañía, mi empleo puede ser terminado.

Apellido Paterno _____ Nombres _____

Apellido Materno/Otros Nombres _____ Años de Uso _____

Número de Seguro Social _____

Número de Licencia de Conducir _____ Estado _____

SÓLO PARA IDENTIFICACIÓN: Fecha de Nacimiento ____/____/____ (Mes/Día/Año)

Domicilios en los Últimos Siete Años (use otra hoja según sea necesario)

Domicilio Actual _____

Ciudad/Estado/CP _____

Domicilio Anterior _____

De ____/____/____ (Mes/Día/Año) Hasta ____/____/____ (Mes/Día/Año)

Ciudad/Estado/CP _____

Firma

_____/_____/_____
Fecha: (Mes/Día/Año)

Si usted vive en o trabaja para la Compañía en California, Minnesota u Oklahoma: Marque el cuadro si desea una copia gratis de su reporte de historial personal:

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, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

• **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.