



APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATION POLICY and CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT NOTICE

Policy Statement

Aerotek, Inc. (hereinafter referred to as the "Company") recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and nonviolent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, the Company may obtain, through its independent contractor, AMERICAN BACKGROUND INFORMATION SERVICES, INC. ("ABIS"), a consumer and/or investigative consumer report in connection with your employment application. The fact that the Company may obtain a consumer and/or investigative consumer report does not mean, and should not be construed to mean, that the Company has otherwise decided to offer you employment. At this time, no decision has been made regarding your employment application.

Checks & Investigations

A consumer and/or investigative consumer report may include, but is not limited to, employment and education verifications; the individual's personal credit history based on reports from any credit bureau; the individual's driving history, including any traffic citations; a social security number verification; present and former addresses; criminal conviction and civil history; criminal history, including open warrants and/or pending cases/arrests; any other public record; and, any other information bearing on the individual's credit standing, credit capacity, credit worthiness, character, general good reputation, personal characteristics, and/or trustworthiness. All job applicants offered positions with the Company and all applicants offered positions with customers who require applicant background checks will be asked to sign an Authorization and Release for the Procurement of a Consumer and/or Investigative Consumer Report ("Authorization and Release Form"). Consistent with legal requirements, the Company reserves the right to exclude any applicant from consideration for employment where the applicant refuses to sign an Authorization and Release Form as requested.

In addition, the Company may occasionally find it necessary to investigate current employees, where the employee is required to change assignments or duties, the client changes its requirements, or behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include investigation of criminal records. Employees subject to such investigations are required to reasonably cooperate with the Company's lawful efforts to obtain relevant information. Employees who fail to cooperate will be disciplined, up to and including immediate discharge.

The Company strongly encourages all of its employees to immediately report to the Company any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of the Company's employees or the workplace of the Company or its customers.



AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I, _____, have received and read a copy of Aerotek, Inc.'s Notice to Applicants Regarding Background Checks and Employee Investigations. I have read the Notice and have had the opportunity to ask questions. I do hereby authorize Aerotek, Inc., by and through its independent contractor, AMERICAN BACKGROUND INFORMATION SERVICES, INC. ("ABIS"), to procure a consumer and/or investigative consumer report on me. I understand that my compliance with the Applicant Background Check is a condition of my employment and continued employment. I further understand that the fact that Aerotek, Inc. (hereinafter referred to as the "Company") may obtain a consumer and/or investigative consumer report on me does not mean, and should not be construed to mean, that the Company has otherwise decided to offer me employment.

The above-mentioned consumer and/or investigative consumer reports may include, but are not limited to, employment and education verifications; personal references; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal conviction and civil history; any other public record; and, any other information bearing on my credit standing, credit capacity, credit worthiness, character, general good reputation, personal characteristics, and/or trustworthiness.

The Company has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. In addition, I acknowledge the search will also cover open warrants and/or pending cases/arrests. I further understand that a background check indicating felony convictions or other disqualifying conduct may result in the Company, subject to applicable laws, denying my application for employment or immediately terminating my employment, or suspending my application for employment or my employment. **All applicants must fully and completely disclose all past criminal convictions and must sign a written consent to a criminal records check. The failure to disclose the complete criminal conviction history or to consent to the criminal records check will be grounds for the Company to refuse to hire an applicant.**

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to ABIS, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 12 U.S.C § 1681 et. seq. and, where applicable, Cal. Civ. Code § 1786.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Company, by and through ABIS, and to the Company's clients requesting my services, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release the Company, its subsidiaries, parents, divisions, offices, employees, agents and clients or potential clients, ABIS, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized, and from decisions made concerning my application for or continuation of employment based upon the results of the background investigation. I hereby authorize that a photocopy of this authorization may be construed as an original. In order to assist the Company in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

I understand that refusal to permit a background investigation or failure of the background check will result in the Company denying my application for employment or immediately terminating my employment.

If hired, this authorization form shall remain in effect and serve as continuing authorization for the Company, to obtain investigative consumer reports on me at any time during my employment with The Company. I hereby authorize the Company to disclose to its potential or actual clients a copy of my consumer report and/or investigative consumer report prepared by ABIS.

Additionally, I give the Company permission to investigate any incidents of workplace misconduct of which I have been accused for which I am alleged to have been involved in during my employment with the Company.

I acknowledge that the Company's Background Check and Employee Investigation Policy is subject to change at any time without notice, and nothing contained herein shall alter or limit the Company's right to terminate my employment at any time, for any or no reason, without prior notice.

Signature: _____

Date: _____

You must complete Section 1 and 2

Section 1 - Criminal Record History

Applicant: Please complete only the section that applies to the state in which you are seeking employment. Note: A conviction record will not necessarily be a bar to employment.

☐ Applicant in all states EXCEPT California, Connecticut, Hawaii, Massachusetts, Washington

Note: This question does not apply to convictions that have been sealed, expunged, pardoned, or otherwise exonerated or eradicated. A conviction record will not necessarily be a bar to employment.

Have you been convicted of a felony and/or misdemeanor in the past 7 years? ☐ YES ☐ NO

*If "YES," please provide the (1) name of the offense(s) and (2) the date of conviction(s) and (3) the city and state in which you were convicted and (4) your full name at the time of conviction.

Name of Offense(s): _____ City, State: _____

Date of conviction(s): _____ Name: _____

☐ California Applicants Only

When answering this question do not include: minor traffic violations; information regarding an arrest or detention that did not result in a conviction; information regarding referral to, and participation in, any pre-trial or post-trial diversion program; convictions for which the record has been judicially ordered, sealed or expunged; marijuana-related convictions described in California Labor Code 432.8 that are more than two years old from today's date; misdemeanor convictions for which probation has been successfully completed or discharged and that have been judicially dismissed pursuant to California Penal Code section 1203.4.

Have you been convicted of a felony and/or misdemeanor in the past 7 years? ☐ YES ☐ NO

*If "YES," please provide the (1) name of the offense(s) and (2) the date of conviction(s) and (3) the city and state in which you were convicted and (4) your full name at the time of conviction.

Name of Offense(s): _____ City, State: _____

Date of conviction(s): _____ Name: _____

☐ Connecticut Applicants Only

You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a criminal charge that has been dismissed or nolleed; (d) a finding you were not guilty for a criminal charge, or (e) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Connecticut General Statutes 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Have you been convicted of a felony and/or misdemeanor in the past 7 years? (A conviction will not necessarily be a bar to employment) ☐ YES ☐ NO

*If "YES," please provide the (1) name of the offense(s) and (2) the date of conviction(s) and (3) the city and state in which you were convicted and (4) your full name at the time of conviction.

Name of Offense(s): _____ City, State: _____

Date of conviction(s): _____ Name: _____

☐ Hawaii Applicants Only

I understand that inquiry into and consideration of conviction records for prospective employees may take place only after my receiving of a conditional offer of employment, which may be withdrawn if I have a conviction that bears a rational relationship to the duties and responsibilities of the position. Any conviction that is more than 10 years old (excluding periods of incarceration) will not be considered. I understand that I will be given the opportunity to show that any period of incarceration was shorter than shown on the record.

Have you been convicted of a felony and/or misdemeanor in the past 7 years? ☐ YES ☐ NO

*If "YES," please provide the (1) name of the offense(s) and (2) the date of conviction(s) and (3) the city and state in which you were convicted and (4) your full name at the time of conviction.

Name of Offense(s): _____ City, State: _____

Date of conviction(s): _____ Name: _____

Section 2 – Profile Information

Type or Print Full Name (first, middle, last)

If you resided in Puerto Rico within the past 7 years, please print your mother's maiden name:

Other names used in the last 7 years (maiden name(s), legal name change, etc.):

End Date:

Other names used in the last 7 years (maiden name(s), legal name change, etc.):

End Date:

Social Security Number:

State of Issuance:

Drivers License #

Current Address

Street

City

State

Zip Code

Apt.#

Gender*:

Date of Birth*:

*This information is required to complete the background investigation process. It will only be used for purposes of conducting and completing the background investigation process and will not be utilized during any other part of the applicant process.

*California, Minnesota, and Oklahoma applicants only:

☐ I wish to receive a free copy of any Consumer Report and/or Investigative Report on me that is requested.

Previous addresses of residence for the past 7 years:

Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy
Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy
Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy
Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy
Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy
Address	Street	City	State	Zip Code	Apt.#	Dates yy-yy

I certify the information contained on this Authorization/Release form is true and correct and that my application or employment will be terminated based on any false, omitted, or fraudulent information.

Date:

Signature:

American Background Information Services, Inc., 629 Cedar Creek Grade, Suite C, Winchester, VA 22601
www.americanbackground.com