

INTELLIGENTS

EMPLOYEE & TENANT VERIFICATION

Employer Service Agreement

1. End User is a _____ [type of business] and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Report for Employment Purposes").
2. End User shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by Intelligents Employee & Tenant Verification LLC (IETV) from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose. End User shall comply with any federal and state laws which may restrict or ban the use of Consumer Report for Employment Purposes.
3. End User certifies that it will not request a Consumer Report for Employment Purposes unless:
 - a. A clear and conspicuous disclosure is first made in writing to the consumer by End User before the report is obtained, in a document that consists solely of the disclosure that a consumer report may be obtained for employment purposes;
 - b. The consumer has authorized in writing the procurement of the report; and
 - c. Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
4. End User further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, it will provide the consumer with:
 - a. A copy of the Consumer Report for Employment Purposes; and
 - b. A copy of the consumer's rights, in the format approved by the Federal Trade Commission.
5. End User shall use the Consumer Report for Employment Purposes only for a one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties that are not involved in the employment decision.
6. End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.
7. With just cause, such as violation of the terms of End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects End User's Agreement, IETV may, upon its election, discontinue serving the End User and cancel the agreement immediately.

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Intelligents Employee & Tenant Verification

End User (Before signing this document, verify that the content you are signing is correct.)

X

Intelligents Employee & Tenant Services
President

X

End User

Printed Name _____

Date _____

Address _____

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Service Request(s)

Please check services that are requested. (A LA CARTE SERVICES) (Price list available upon request)

- ☐ County Criminal
Counties to be verified _____
- ☐ E-verify _____
- ☐ State Criminal Name Based Search _____
- ☐ Federal Criminal Records _____
- ☐ National Criminal Records _____
- ☐ Employment Verification _____
- ☐ Education Verification _____
- ☐ Motor Vehicle Report _____
- ☐ National Practitioner's Database Search _____
- ☐ Profession Licenses/Certifications _____
- ☐ Live Scan Fingerprints (UCIA) _____
- ☐ Live Scan Fingerprints (Fee App State of Illinois & FBI) _____

Package Selection

- ☐ Basic - Includes (SSN Verification, Sex Offender Search, SSN Trace, National Criminal Records Search)
- ☐ Intermediate - Includes (SSN Verification, Sex Offender Search, Verification of Employment, SSN Trace, National Criminal Record Search, Statewide Search)
- ☐ Advanced (Comprehensive) Includes (SSN Verification, Sex Offender Search, Employment Verification, Employment Verification, Professional Certification/Licenses, SSN Trace, National Criminal Record Search, Statewide Search)

The information in the following report may have been obtained from third-party sources that maintain this information. If this report includes criminal record searches, please note that some minor charges may have been processed in a lower court that has no central reporting location. These types of changes, therefore, may not be included herein. Though Intelligents Employee & Tenant Verification (IETV) has made every effort to provide accurate information, the accuracy and/or completeness of the information provided cannot be guaranteed. By engaging IETV, you release IETV, and all of its officers, agents, and employees from all liability for any negligence associated with providing the enclosed information.

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Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports

Section I: Disclosure

[INSERT COMPANY NAME] _____ (the "company") may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by an outside agency – **Intelligents Employee & Tenant Verification, LLC – 2555 Lincoln Hwy Suite 203, Olympia Fields, IL 60461 | 1-708-534-3994 | info@intelligentsetv.com**. As a result, Intelligents ETV LLC, may obtain a Consumer Report on you as an applicant or during employment.

A consumer report is a compilation of information that might affect your employability. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.

Should the Company rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as "a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee."

Section II: Authorization and Release

I have carefully read and understand this Candidate Disclosure, Authorization & Consent for the Procurement of Consumer Reports form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as Intelligents Employee & Tenant Verification LLC, to the Company and its designated representatives and agents. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency. By my signature below, I certify the information I provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of the Company.

Print Name: _____

(First)

(Middle)

(Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____

(Mo/Yr)

(Street) (City)

(Zip/State)

Previous Address From: _____

(Mo/Yr)

(Street) (City)

(Zip/State)

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Previous Address From: _____

(Mo/Yr)

(Street) (City)

(Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Drivers License Number/State: _____

Applicant Signature: _____ Date: _____

If you are a resident of, or performing jobs located in, California, Minnesota, Oklahoma, Massachusetts or New York, you can receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report by contacting Intelligents Employee & Tenant Verification LLC, at 1-708-534-3994 or info@intelligentsetv.com.

Section III: Additional State Law Notices

If you reside in, or are seeking work in any of the following states, please review these additional notices:

California: You have the right to view your file that a Consumer Reporting Agency holds. You can make the request to view your file after providing reasonable notice for your request, via mail or request a summary of the file over the phone. The Consumer Reporting Agency can assist you in understanding your file, including coded information.

Maine: You have the right to ask and know whether a company ordered a background check on you. You can request the name, address, and telephone number of the nearest Consumer Reporting Agency office. Your request will be processed and sent to you in 5 business days.

Massachusetts: You have the right obtain a copy of any of your consumer reports that your company has ordered on you by contacting the Consumer Reporting Agency for a free copy.

New York: By submitting a written request, you can learn whether a company has run a background check on you. You are allowed to inspect and order a copy of the report by directly contacting the Consumer Reporting Agency. If you have been convicted of one or more criminal offenses, you can request the company to provide a written statement declaring the reasons for the refusal of hire. This statement must be provided to you within 30 days of your request.

Washington State: After submitting a written request and waiting a reasonable amount of time after receiving the disclosure, you have the right to receive a complete and accurate disclosure of the nature and scope of any "investigative" consumer reports requested by an agency. The Washington Fair Credit Reporting Act requires Consumer reporting Agencies to provide you a summary of your rights and remedies upon request. Any information requested by a company that deals with credit worthiness, credit standing or capacity is justified in order for employers to evaluate whether you present a risk for theft or dishonest behavior for the job you are being considered for.