



# EMPLOYMENT PROFILE

Authorization Form to be Fully Completed and Signed  
 \* \* \* *If Hand-Written, Please Print Clearly* \* \* \*

Human Resource ProFile, Inc.  
 8506 Beechmont Ave.  
 Cincinnati, OH 45255  
 Ph: 800-969-4300  
 Fx: 513-388-4320; orders@hrprofile.com

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

Address \_\_\_\_\_ City/State \_\_\_\_\_ / \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Previous \_\_\_\_\_ City/State \_\_\_\_\_ / \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB used for identification purposes ONLY. Driver's License State of Issuance \_\_\_\_\_  
 Month Day Year

E-mail address \_\_\_\_\_ Best phone number to reach you: \_\_\_\_\_

### SCHOOLS ATTENDED

Educational achievement is only considered as dictated by the respective job requirements.

School Name	City / State Campus / Phone Number	Dates From To	Graduate? Y / N	Degree Type Earned
<b>High School:</b>				
If GED received, list state and district or military facility, and year received:		Name as it appears on high school diploma or GED certificate:		
<b>College School Name:</b>				
City/State/Campus/Phone Number		From To	Graduate?	Degree Type Earned
Major area of study:		Name used at time of graduation or final attendance:		
<b>Grad./Tech./Other School Name:</b>				
City/State/Campus/Phone Number		From To	Graduate?	Degree Type Earned
Major area of study:		Name used at time of graduation or final attendance:		

### CRIMINAL HISTORY

The presence of Criminal Records does not automatically disqualify an applicant.

**Complete the following section ONLY if you have received an offer (or conditional offer) of employment.**

Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred, had prosecution diverted (diversion program), or adjudication withheld for any crime?      Yes      No

**If Yes, CALIFORNIA, CONNECTICUT, & N.Y. applicants: provide conviction records ONLY. NY applicants: exclude all sealed records. CALIF. applicants: exclude all sealed records, marijuana cases over 2 years old; list juvenile records of felony or misdemeanor convictions for sexual offenses or drug possession within last 5 years.**

**All Other applicants, if Yes, list All Offenses, including Traffic and/or Criminal, and the City, County, and State of the Offense(s).**

Year	Offense	City	County	State

Please check here if additional pages are attached listing more offenses:      Yes, see additional sheets

I hereby authorize the procurement of the report and authorize and direct the release to Human Resource Profile, Inc., an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in federal, state, and local files for violations of any federal, state, local statutes or ordinances, my credit history, workers' compensation history, driving record, government agency lists, and scholastic records and hereby release said persons, schools, companies, courts, agencies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Human Resource Profile, Inc. and reported to my prospective (or if hired, my current employer). I hereby acknowledge that Human Resource Profile, Inc. cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Human Resource Profile, Inc., its agents and/or my prospective/current employer from any and all liabilities arising out of any errors or omissions regarding my background information, and authorize Human Resource Profile to release any and all information to my prospective employer. A facsimile or electronic copy with electronic signature shall be considered as valid as the original. If so required in your jurisdiction, do not consent to a criminal background check until after receiving an offer (or conditional offer) of employment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### TO BE COMPLETED BY:

Date Sent: \_\_\_\_\_ From: \_\_\_\_\_ Acct # \_\_\_\_\_  
 Time Sent: \_\_\_\_\_ Phone: \_\_\_\_\_

Conviction History      Education Verification      MVR      Employment History  
 Federal District Criminal      Violent Sex Offender Search      Credit      Federal Exclusions (OIG,GSA,etc)  
 National Crim. Database      Statewide Criminal Search      Special Request: \_\_\_\_\_

When requesting a report for employment purposes from HRP, you must also certify to HRP that you have provided the applicant/employee with the disclosure form and obtained the applicant/employee's consent to procure the report. HRP's two or three page authorization profile forms comply with these requirements.





# **IMPORTANT DISCLOSURE**

**FCRA Required  
Clear and Conspicuous Notice**

**Please read before completing and signing the Employment ProFile Form.**

**I HAVE BEEN INFORMED IN WRITING AND ACKNOWLEDGE THAT A "CONSUMER REPORT" AND/OR AN "INVESTIGATIVE CONSUMER REPORT" MAY BE OBTAINED ON ME FOR EMPLOYMENT PURPOSES.**

**I FURTHER UNDERSTAND THAT THIS "CONSUMER REPORT" AND/OR "INVESTIGATIVE CONSUMER REPORT" WILL BE PERFORMED BY HUMAN RESOURCE PROFILE AND PROVIDED TO MY PROSPECTIVE/CURRENT EMPLOYER. I ALSO UNDERSTAND THAT I HAVE CERTAIN RIGHTS THAT ALLOW ME TO DISPUTE ANY ERRONEOUS INFORMATION CONTAINED IN MY REPORT.**

**I FURTHER UNDERSTAND I HAVE A RIGHT TO MAKE A REQUEST TO HR PROFILE, UPON PROPER IDENTIFICATION, TO REQUEST THE NATURE AND SUBSTANCE OF ALL INFORMATION IN ITS FILES ON ME AT THE TIME OF MY REQUEST.**

**I ALSO ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS STATEMENT.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Human Resource ProFile, Inc.**

8506 Beechmont Avenue \* Cincinnati, OH 45255-4708 \* 800/969-4300 \* 513/388-4300 \* Fax 513/388-4320

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**STATE LAW NOTICES AND DISCLOSURES – BACKGROUND INVESTIGATION**

**Pursuant to state law, the following disclosures are provided to state residents.**

**CALIFORNIA applicants or employees only:** By signing below, you acknowledge receipt of this NOTICE – BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check the box if you would like to receive a copy of the investigative consumer report, free of charge, if one is obtained by my prospective employer or its subsidiaries.

YES, I am a California Applicant and I request to receive a free copy of any investigative consumer report ordered on me by checking this box.

YES, I am a California Applicant and I hereby waive my right to obtain a copy of the consumer report by checking this box.

**NEW YORK applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by my prospective employer or its subsidiaries by contacting Human Resource ProFile, Inc., 8506 Beechmont Avenue, Cincinnati, OH 45255, Phone: 800-969-4300.

**NEW YORK applicants or employees only:** By signing below, you acknowledge receipt of a copy of [Article 23-A](#) of the New York Correction Law.

**WASHINGTON applicants or employees only:** You have the right to request from Human Resource ProFile, Inc. a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**MAINE, MASSACHUSETTS, MINNESOTA, NEW JERSEY, and OKLAHOMA applicants or employees only:** Please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by my prospective employer or its subsidiaries.

Check box to receive report:

**VERMONT applicants or employees only:**

Pursuant to 9 V.S.A. §§ 2480e and 2480g, no person may request a credit report on you unless it is obtained pursuant to the order of a Court having jurisdiction or it has secured your written consent to do so and is used for the purpose for which you consented. Credit reporting agencies must adopt reasonable procedures to assure maximum compliance with such requirements. The foregoing shall not affect (1) the ability of a person, who has secured such consent, to include in the same request permission to also obtain credit reports, in connection with the same transaction or credit extension, for the purpose of reviewing, increasing the credit line on, taking collection on, or for other legitimate purpose regarding, your account; or (2) the use of credit information for the purpose of prescreening as defined and permitted by the Federal Trade Commission.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

ARBITRATION AGREEMENT

(This Agreement cannot be altered, or else it is rendered null and void)

\_\_\_\_\_ is an applicant/employee (the "Applicant/Employee") for employment with \_\_\_\_\_ (the "Prospective Employer/Employer") and understands that the Prospective Employer/Employer will request that a Background Check be performed on him/her by Human Resource ProFile, Incorporated ("HRP") as a condition of employment.

For good and valuable consideration, including prospective or continued employment, the sufficiency of which is hereby acknowledged, the Applicant/Employee, Prospective Employer/Employer and HRP ( hereinafter referred to individually as a "Party" and collectively as the "Parties") hereby agree that any and all claims or causes of action against a Party(ies) by another Party(ies) under the Fair Credit Reporting Act ("FCRA") or any other applicable federal or state law, whether based in tort, contract or other basis, which arises in any way from the Background Check Report, disclosures required under the FCRA or state law, any adverse action taken by the Prospective Employer/Employer or by HRP on behalf of the Prospective Employer/Employer, or any other alleged violations of federal, state or local law, shall be arbitrated by the Parties in accordance with the Federal Arbitration Act ("FAA"). Such arbitration shall take place in the county in which the Prospective Employer/Employer is located or where the prospective employment was to take place or employment took place.

The arbitration required above shall be brought "on an individual basis only" and not "on a class action basis." The Applicant/Employee, Prospective Employer/Employer and HRP further agree that the validity of this Arbitration Agreement shall be determined solely by the arbitrator(s).

HRP is executing this Agreement on behalf of itself and in its capacity as a duly authorized agent of the Prospective Employer/Employer as per the HRP Service Agreement therewith. This Agreement may be executed using electronic and/or facsimile signatures, and such signatures shall have the same force and effect as if they were original signatures, and shall be effective as of the date that it is fully executed. If any provision hereof is declared to be unenforceable, the remainder hereof shall remain in full force and effect.


IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date set forth opposite their respective signatures.


\_\_\_\_\_  
Applicant/Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name of Prospective Employer/Employer)

\_\_\_\_\_  
Human Resource ProFile, Incorporated

By:  \_\_\_\_\_

By:  \_\_\_\_\_

HRP as its duly authorized Agent  
Print Name: Mark Owens  
Title: President  
Date: August 1, 2017

Print Name: Mark Owens  
Title: President  
Date: August 1, 2017

**Human Resource ProFile, Inc.**



## CALIFORNIA CONSUMER RIGHTS

You have rights when an investigative consumer report is obtained on you. The following are some of your rights:

1. Whoever obtained the report is required to give you a free copy. Each employee will be given a copy of the report obtained on him/her.
2. You have the right to contact the agency that made the report. You can do this in one of the following ways:
  - (a) You can go to the agency in person during the normal business hours. You can bring someone with you. That person may be required to present identification. You may be required to sign a paper allowing the agency to discuss your file with or to show your file to this person.
  - (b) You may receive your file by certified mail, if you have given written notice to the agency that you want information mailed to you or to another person you want to receive the file. You will be required to provide identification when you write for your file.
  - (c) You may be able to discuss your file over the telephone if you have give written instructions to the agency and have provided identification.

Currently, **Human Resource ProFile, Inc.** prepares all or part of our reports. They are our Consumer Reporting Agency and Investigative Consumer Reporting Agency , and can be reached at **800-969-4300** for any questions, concerns, or disputes.

3. You have the right to receive a copy of your file or your investigative consumer report at the agency. You may be charged up to \$8.00 to obtain a copy of your report or file. However, you may receive a free copy if:
  - (a) Once during a twelve month period if you are unemployed and intend to seek employment within sixty (60) days or you receive public welfare assistance or you believe your file contains inaccurate information because of fraud.
  - (b) If you are receiving a copy from the agency relating to an investigation into the accuracy of information you have disputed or if information is put back into your file.

**The agency must describe these rights to you in English and Spanish.**

4. You have the right to know the following information:
  - (a) The names of the persons and companies who have received a report about you in the last three (3) years. You may request their addresses and telephone numbers.
  - (b) Explanations of any codes or abbreviations used in your report, so you can understand the report.
5. You have the right to dispute any information in your file. You must contact the agency directly to do so. The person who ordered a report is required to give you the name and address of the agency.
  - (a) The agency has thirty (30) days from the day it receives your dispute to complete the investigation.
  - (b) When the agency is done with the investigation, it must tell you of any changes made in the report as a result of the investigation.
  - (c) If the investigation does not remove the information disputed by you, you have the right to place your statement of the facts in your file. The agency has people to help you write the statement. The agency may limit your statement to five hundred (500) words.
  - (d) If information is removed or you add a statement to your file, you can request the agency to send the report, as changed or with your statement, to anyone who received the information in the last two (2) years.
  - (e) If information that is removed from your files is placed back in your file, you are entitled to receive written notice of that fact and you have the right to dispute the information added.
6. You also have rights under federal law in regard to your report. A copy of those rights are given to you with this California statement of consumer rights. Many of these rights are also included within California law. Under federal law, your report is a consumer report, not an investigative consumer report.

**I certify that I have read and accept the above:** \_\_\_\_\_ / \_\_\_\_\_  
Applicant/Employee Date



## DERECHOS DEL CONSUMIDOR EN CALIFORNIA

Usted tiene derechos cuando un reporte de investigación del consumidor es obtenido respecto a usted. Los siguientes son algunos de sus derechos:

1. La persona que obtuvo el reporte debe darle a usted una copia gratis. Cada empleado sera dado una copia del reporte obtenido del el/ella.
2. Usted tiene derecho de contactar la agencia que hizo el reporte y puede hacer esto de las maneras siguientes:
  - (a) Puede ir a la agencia en persona durante horas normales de trabajo y puede traer a un acompañante. Esa persona debe traer una identificación. Es posible que tenga que firmar un documento en el que usted dará derecho a la agencia de discutir lo que está en su archivo o de mostrar el archivo a la persona que lo acompaña.
  - (b) Usted puede recibir su archivo por correspondencia certificada si es que avisó a la agencia por escrito que desea información por carta o desea que otra persona reciba su archivo. Por lo tanto, usted deberá proveer una identificación cuando solicite la información.
  - (c) Usted podrá platicar respecto a su archivo por teléfono si es que dió instrucciones por escrito a la agencia y presentó una identificación.

En este momento **Human Resoure ProFile, Inc.** prepare todos los reportes que son de las agencias reportadas de el consumidor y de la agencia de investigacion de consumidores y se pueden comunicar con lellos al numero siguiente **800-969-4300**.

3. Usted tiene derecho de recibir una copia de su archivo o de su reporte de investigación del consumidor en la agencia y se le puede cobrar hasta 8.00 dólares para obtener una copia de su reporte o archivo. De cualquier manera, usted podrá recibir una copia gratis en las siguientes circunstancias:
  - (a) Si es que durante doce meses usted está desempleado o tiene intenciones de buscar empleo durante 60 días o si usted recibe asistencia pública o cree que su archivo contiene información incorrecta debido a fraude.
  - (b) Si usted recibe una copia de la agencia relacionada con la nvestigación para verificar la exactitud de la información que usted reportó o si es que la información fuè regresada a su archivo.

### **La agencia debe explicarle estos derechos en Inglès y Español.**

4. Usted tiene derecho de saber la siguiente información:
  - (a) Los nombres de personas y de compañías quienes han recibido un reporte respecto a usted en los últimos 3 años y puede solicitar sus domicilios y números de teléfono.
  - (b) Usted puede solicitar que se le explique códigos o abreviasiones utilizadas en su reporte para que usted lo pueda comprender con más claridad.
5. Usted tiene derecho de reclamar cualquier información que esté en su archivo pero deberá contactar a la agencia directamente. La persona que ordenó el reporte deberá darle a usted el nombre y domicilio de la agencia.
  - (a) La agencia tiene 30 días para completar la investigación.
  - (b) Una vez terminada la investigación, la agencia debe informarle a usted de cualquier cambio que se haya hecho al reporte como resultado de la investigación.
  - (c) Si es que la investigación no elimina información reportada por usted, entonces tiene derecho de agregar su declaración en el archivo. La agencia tiene personal que le puede ayudar a escribir su declaración siempre y cuando no exceda quinientas (500) palabras.
  - (d) Si usted elimina o agrega información a su archivo puede pedirle a la agencia que mande el reporte como "Cambiado" o con su declaración a cualquiera que haya recibido la información en los últimos dos años.
  - (e) Si hay información que fuè eliminada de su archivo y despuès vuelta a poner, usted tiene derecho a recibir por escrito lo sucedido y tiene derecho a reclamar la información agregada.
6. Tambièn tiene derechos bajo la ley federal respecto a su reporte. Se le dará una copia de esos derechos con èsta declaración de derechos del consumidor de California. Bajo la ley federal , su reporte es un reporte del consumidor y no un reporte de investigación del consumidor.

Confirmo que he leído y acepto: \_\_\_\_\_ / \_\_\_\_\_  
Aplicante/Empleado Fecha

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.**

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**§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.