



## DISCLOSURE AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS

This form, which you should read carefully, has been provided to you because Creative Associates International, Inc. ("Company") may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The Company will use any such report(s) solely for employment-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from VanElla, Inc. located at 8745 W. Higgins, Chicago, IL 60631. They can be contacted at (888) 538-1969. The types of reports requested will depend on each employee's status with the Company. For existing employees, the Company will request a criminal records search, social security number trace, credit report search, and search of U.S. government lists of persons debarred or blocked from performing or conducting business in the United States. For new employees, the Company will request the above records, plus educational records, verification of employment positions held, and information from professional references. The Company also reserves the right to amplify investigations for certain positions. The Company will request further information on existing or new employees when it determines that these employees' work calls for additional checks and/or specialized government clearance. Government clearance investigations will be conducted in accordance with the regulations of the particular government department or agency involved. The employee will be notified if special investigations are necessary.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by VanElla. You may also obtain a copy of this file, upon submitting proper identification by appearing at VanElla's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. VanElla has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are being given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting VanElla.

### CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the Company in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the Company by me before or during my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company. I understand that if the Company hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth (for ID purposes only) \_\_\_\_\_

Drivers License # \_\_\_\_\_ Phone Number \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Applicant Signature \_\_\_\_\_

### CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:

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