

DISCLOSURE

For the benefit of The College of Charleston (the "COLLEGE") and employees, the College of Charleston has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment 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 Fair Credit Reporting Act (FCRA). The screening will be conducted by *Surveillance, Resources and Investigations LLC* (SR&I, LLC), an outside agency. The COLLEGE may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the COLLEGE (843-953-5512) at 160 Calhoun Street, Charleston, South Carolina 29424, or *Surveillance, Resources and Investigations LLC* at (855-581-0937) or at 5 Century Drive, Suite 210, Greenville, SC 29607.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall

provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect *Surveillance, Resources and Investigations'* files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals show proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained Screening One personal will explain any of the information in the report and will provide written explanation for any coded information.

5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:

I request a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested.

YES _____ NO _____

6. I, _____, hereby consent and authorize *Surveillance, Resources and Investigations LLC* on the employer's behalf, to prepare each report as defined above for employment purposes before employment or any time after employment.

DATE _____

SIGNATURE _____

PRINT NAME _____