



CREDO ACADEMY

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

For everyone's benefit, Credo Academy ("Company") has a policy of conducting sub-contractor background screening reports on applicants as a condition of sub-contractual agreement. This policy is a business requisite that protects everyone by helping to promote a safe and profitable environment. All sub-contractor inquiries are limited to information that affects sub-contractor's performance and the Company. It is conducted in accordance with applicable federal and state laws including the Fair Credit Reporting Act (FCRA).

All background checks will be conducted by an outside agency - PDA Investigations at 1610 Hover Street, #200, Longmont, CO 80501 303.442.4882, www.pdainvestigations.com

The background check that is requested by Company provides information obtained from County Criminal Records, National Criminal Database, State Sex Offender Registry, and Identity Development which confirms last known addresses, names, and social security number trace.

I understand that if my application for sub-contracting is approved, Company may obtain additional information through subsequent investigation by PDA to update, renew or extend my sub-contractual agreement.

I understand that I have the right to receive notice about the nature and scope of my investigative report, if any, requested within five days after Company receives my request or five days after the investigative report is received by the Company, whichever is later.

Signature: _____

Print Name: _____

Date: ____/____/____



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BACKGROUND CHECK AUTHORIZATION AND RELEASE FORM

I acknowledge receipt of the Disclosure Regarding Background Investigation and a Summary of Your Rights Under the Fair Credit Reporting Act from Company and certify that I have read and understand both of those documents, I hereby authorize PDA Investigations (PDA), a Consumer Reporting Agency, to perform a Background Check for sub-contractor purposes (including future screening for retention, reassignment, or promotion if applicable unless revoked in writing). I understand and agree to the following:

- 1) All reports are confidential and provided to the above Company for sub-contractual decisions only. All reports are done in strict compliance with the Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws. PDA does not make hiring decisions.
- 2) I have signed a separate disclosure concerning my rights.
- 3) I authorize, without reservation all persons, companies, municipal, county, state and federal agencies to provide information that is requested by PDA.
- 4) I agree that a copy or fax of this document shall be aa valid as the original. PDA may contact me to clarify any information.

Courts and other entities require the following information for identification when checking public records. It is confidential and is used for identification only and not as hiring criteria. Year of birth ensures accuracy and avoids unnecessary delays.

Print Legal Name:

First: _____ Middle: _____ Last: _____

List any aliases or maiden names: (if none, write NONE): _____

Social Security Number: _____ - _____ - _____ Date of birth: _____ / _____ / _____

Sex: M / F Driver's license number: _____ State issued: _____

Starting with your current address, list all of your addresses in the past 7 years:

Street and number	City	State	Zip Code

Applicant's Signature: _____ Date: _____ / _____ / _____