

## EMPLOYEE RELEASE AND DISCLOSURE

Client: TFI Resources Phone: 713-975-7576

**RECRUITING  
AGENCY:**

---

In connection with my application for employment with **TFI RESOURCES (TFI)** (including contract for services); **TFI** may obtain a consumer report on you, as defined in the Federal Fair Credit Reporting Act, 15 U.S.C. 1681 *et seq.* TFI may not obtain any consumer report on you for employment purposes without your written consent. Also, **TFI** may not obtain medical information about you without your express consent to the release of medical information. Consent to the release of medical information, is *not* covered by the authorization contained in this document.

I expressly authorize any person associated with any educational institution, past or present employer, any law enforcement agency (federal, state or local), any credit reporting organization, or any person who has knowledge of my character, work experience, criminal records, education, personal interviews, worker's compensation records (**ONLY AFTER A CONDITIONAL JOB OFFER HAS BEEN MADE**, in accordance with Title I: Americans with Disabilities Act), to release information to **TFI or any party or agency contracted by TFI**, including their employees and agents, orally or in writing. I hereby waive any rights or claims I may have and release **TFI** and their employees or agents from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I hereby authorize that a photocopy or Fax of this authorization can be considered as valid as an original. I will not hold **TFI**, their employees or agents responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background. I also authorize **TFI or any party or agency contracted by TFI**, to release the above information only to **TFI** for their sole use.

I request a copy of the consumer report.

---

SIGNATURE

DATE

E-MAIL

### State-specific information:

- California – If you are a California resident or applying for employment at a location in the State of California, in addition to this disclosure/authorization, please review and complete the “Disclosure and Acknowledgement Concerning Consumer Credit Report Obtained for Employment Purposes Pursuant to California Law.”
- Minnesota – If you are a Minnesota resident or applying for employment at a location within the State of Minnesota, you have a right to obtain a copy of the consumer report by checking this box.
- Oklahoma – If you are an Oklahoma resident or applying for employment at a location within the State of Oklahoma, you have a right to obtain a copy of the consumer report by checking this box.

**FAX DOCUMENTS BACK TO TFI RESOURCES – 713-783-1566 OR 800-765-0652**



# DISCLOSURE AND ACKNOWLEDGEMENT CONCERNING CONSUMER CREDIT REPORT OR INVESTIGATIVE CONSUMER REPORT OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO CALIFORNIA LAW

In connection with your application for employment with TFI Resources ("Company"), the Company will obtain a consumer report or an investigative consumer report on you, as defined in the California Consumer Credit Reporting Agencies Act, Cal. Civ. Code §1785.1 *et seq.*, and the California Investigative Consumer Reporting Agencies Act, Cal. Civ. Code §1786 *et seq.* An "investigative consumer report" includes information as to your character, general reputation, personal characteristics, and mode of living.

California law requires that you check the following box to indicate your desire to receive a copy of the report.

Please forward to my attention at the following address a copy of the report.

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Information You May Request If An Investigative Consumer Report Is Obtained  
(Summary of Cal. Civ. Code § 1786.22)

If the Company obtains an investigative consumer report on you, you may inspect or obtain a copy of your file and certain other information that is maintained by respective background investigation agency ("Agency"). In addition to making your file available for your inspection, "Agency" will identify the recipients of any investigative consumer report on you that "Agency" has furnished for employment, insurance, or any other purpose within the three-year period preceding your request, and the dates, original payees, and amounts of any checks or charges upon which any adverse characterization of you that may be included in your file is based.

During normal business hours and on reasonable notice, "Agency" will make your file and other information available to you as follows:

- (1) In person, if you appear in person and furnish proper identification. A copy of your file will also be available to you for a fee not to exceed the costs of duplication.
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee but, in complying with such a request, REPORTING AGENCY will not be liable for disclosures to third parties that may be caused by mishandling of mail after such mailings leave REPORTING AGENCY.
- (3) REPORTING AGENCY will provide a summary of all information contained in your file which REPORTING AGENCY is required to provide to you, by telephone, if, with proper identification, you have made a written request for telephone disclosure, and you have prepaid, or had charged directly to you, any toll charge for the telephone call.

"Proper identification" as used above means that information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card, and credit cards. You may be accompanied by one other person of your choosing who shall furnish reasonable identification. REPORTING AGENCY may require you to furnish a written statement granting REPORTING AGENCY permission to discuss your file in such person's presence.

REPORTING AGENCY will provide trained personnel to explain to you any information REPORTING AGENCY provides to you, and will provide a written explanation of any coded information contained in your files.

### Consent and Acknowledgement

By signing the Fair Credit Reporting Act Consumer Disclosure and General Authorization of Report for Employment Purposes, I have authorized the Company to obtain a consumer report, or an investigative consumer report, on me.

This is to confirm that I have read, and hereby acknowledge receipt of, the information set forth above concerning my rights under the laws of California.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant's Name Printed