



NOTICE AND DISCLOSURE TO LANDRUM'S CLIENT

Landrum Staffing Services, Inc. has been retained by the Episcopal Diocese of the Central Gulf Coast (Landrum's Client) for the limited purpose of providing consumer reports and/or investigative consumer reports relating to the person named below (Client's Applicant). The Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Reform Act of 1996, requires Landrum Human Resource Companies, Inc. to advise employees and conditionally hired applicants that a consumer report and/or an investigative consumer report may be obtained at any point before or during employment from a consumer reporting agency and used for employment purposes. Information derived from these reports may be disclosed to the Episcopal Diocese of the Central Gulf Coast (Landrum's client) in consideration for employment. Consumer reports and/or investigative consumer reports may be generated using any name, or other information, identified by you in the new hire packet.

A "consumer report" is a written, oral, or other communication of any information by a Consumer Reporting Agency (CRA) which bears on an individual's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes or any other purpose authorized under the Fair Credit Reporting Act.

An "investigative consumer report" is a consumer report or part thereof in which information on your character, general reputation, personal characteristics, or mode of living may be obtained through personal interviews with neighbors, friends, or associates with whom you are acquainted or who may have knowledge concerning any such items of information. Your rights under the Fair Credit Reporting Act, Section 609, are summarized on the following page.

In addition, on behalf of the Episcopal Diocese of the Central Gulf Coast (Landrum's Client), Landrum Staffing Services may request and receive from state agencies or other investigative agencies and disclose to the Episcopal Diocese of the Central Gulf Coast (Landrum's Client) all reports containing public record information such as criminal records, driving records, education records, workers' compensation claims and other information.

Print Name (Last, First, Middle) (Jr/Sr) Date of Birth Sex Race*

***Code for Race:** S=Hispanic or Latino, C=White, B=Black or African American, H=Native Hawaiian or other
Other Pacific Islander, O=Asian, I=American Indian or Alaskan Native, M=Two or more races (Not Hispanic or Latino)

All names previously used by you Social Security Number Driver's License Number and State

CURRENT ADDRESS:

Physical Street Address (No P.O. Box)

City, State and Zip Code

For the last seven years, list all prior addresses where you have lived, the dates of residence and other names during this time:

Dates	Other Names Used During this Time	City, State, Zip Code

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box. ☐

I have received and read my rights under the Fair Credit Reporting Act, as amended, and hereby authorize Landrum Staffing Services to obtain from a consumer reporting agency, or other investigative sources, any other purpose allowed by law, consumer reports, investigative consumer reports and any public record reports pertaining to me. I release Landrum Staffing Services and all persons and organizations contacted from all claims and liabilities of any nature arising from such investigation or information given. The information provided by me on this form is true and correct.

Applicant/Employee Signature Date

Parent Signature for Applicant under the age of 18

FOR LANDRUM USE ONLY – INDICATE REQUESTED SERVICE BELOW:

☒ State Criminal Check 1) _____ 2) _____ Check Additional Names _____
☐ County Criminal Check 1) _____ 2) _____ ☒ National Criminal Database Check _____ Employment References
☐ Driving Record 1) _____ 2) _____ _____ SSN Verification _____ Address Verification
☐ Credit Check _____ Education Other SEX OFFENDER