

**Disclosure & Authorization Concerning Consumer &  
Investigative Consumer Reports**

This form, which you should read carefully, has been provided to you because Keiter, Stephens, Hurst, Gary & Shreaves, PC (“Company”) may request consumer reports or investigative consumer reports in connection with your application for employment, or at any time during the course of your employment with the Company, if any, for purposes of evaluating your suitability for employment, promotion, reassignment, or retention as an employee. Additionally, in the event that claims or disputes between you and the Company are filed with any third parties, the Company may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of the Company at the time such claims or disputes arise. These reports may include information as to your character, general reputation, personal characteristics, mode of living, work performance, starting and ending dates of employment, salary, positions held, and attitude.

Consumer reports or investigative consumer reports may be obtained from Research Associates, Inc. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living, and credit standing. The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: credit reports, criminal records checks, public court records checks, driving records, summaries and verification of educational records and histories, and/or summaries and verification of employment positions held and related duties, last pay rate or salary, work performance, experience, skills, qualifications, compliance with employer or institutional policies, licensing, certification, training, honesty, etc. The information contained in these reports may be obtained by a consumer reporting agency from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present co-workers, neighbors, friends, associates, current or former employers, educational institutions, or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You have the right, upon request, to be informed of whether a consumer report or investigative consumer report was requested and, if one was requested, the name, address, and telephone number of the consumer reporting agency furnishing the report. You have the right to inspect and promptly receive a copy of the report by making written request to: Research Associates, Inc., 27999 Clemens Road, Westlake, OH 44145, attention Kevin Prendergast.

**I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the Company (1) in conjunction with my application for employment, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment. I acknowledge receipt of the Summary of Rights Form under the Fair Credit Reporting Act.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver’s License Number

\_\_\_\_\_  
State of Issue

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date