

## **Instructions for GE Aviation Background**

Please make sure to fill out pages 1 and 3 of the background form completely, sign and date both. Please note, the statement at the top of page 3 is for NY state applicants to have access to an article that is state specific, the rest of the page is mandatory.

Please use as many copies of the employment history form as needed to go back the full 7 years (or to age 18) required by GE Aviation. Please make sure to include any time periods of unemployment, enrolled in school, or self-employment.

Failure to provide the required information or the required time frame will result in a failed background.

S2verify will verify the employment history, if it does not match up to the provided information, the background will fail.

Due to changes in GE Aviation security requirements, TVTC will require the following documentation to be submitted with all new backgrounds for GE Aviation. **\*\*Backgrounds will not be processed without the required documentation! \*\***

Documents that will be accepted are:

Birth Certificate

Passport

Permanent Resident Alien ID Card

Certificate of Citizenship

Certificate of Naturalization

Please contact Personnel Screening at 256-260-0360 with any questions.

## **APPLICANT DISCLOSURE STATEMENT**

In connection with your application with \_\_\_\_\_ (COMPANY) and any subsidiary, you may have information requested about you from a consumer reporting agency for "employment purposes" as such term is used within The Fair Credit Reporting Act 15 U.S.C. § 1681. This information may be obtained in the form of consumer reports and/or investigative consumer reports.

These reports may contain information about your character, general reputation, personal characteristics and/or mode of living. The types of information that may be obtained include but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources.

**[End of Disclosure Statement]**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Submit forms to:**  
**EMAIL:** [backgrounds@tvtc.org](mailto:backgrounds@tvtc.org)  
**FAX:** 256-260-0351  
**PORTAL:** <https://angel.tvtc.org/fileupload/>

## **AUTHORIZATION OF BACKGROUND INVESTIGATION**

I have carefully read, and understand, this Authorization form and further acknowledge receipt of the separate document entitled "**A Summary of Your Rights under the Fair Credit Reporting Act**" (available at <http://www.S2Verify.com/resources> or as a hard copy provided by the COMPANY) and the "**Applicant Disclosure Statement**" and certify that I have read and understand both documents. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports ("Background Reports") prepared by a consumer reporting agency, such as S2Verify, LLC., to COMPANY and its designated representatives and agents for the purpose of determining my eligibility for employment, continuing employment, employment retention, promotion, reassignment, volunteering, as an independent contractor for services with the COMPANY, or other lawful purposes.

I understand that if COMPANY engages in a relationship with me, my consent will apply, and COMPANY may obtain Background Reports throughout my relationship with them, if such obtainment is permissible under applicable State law and COMPANY policy. I also understand that information contained in my application, or otherwise disclosed by me may be used when ordering the Background Reports and that nothing herein shall be construed as an offer of employment or a guarantee of a relationship with COMPANY.

I also understand if adverse action is taken from information obtained, in whole or in part, from a consumer report and/or investigative consumer report from a consumer reporting agency, I have the right to receive a copy of the report(s) from the consumer reporting agency. The consumer reporting agency which prepared the consumer report and/or investigative consumer report was S2Verify, LLC. S2Verify, LLC can be contacted at P.O. Box 2597, Roswell, GA 30077 or by phone at (770)649-8282 or by email at [customerservice@s2verify.com](mailto:customerservice@s2verify.com).

I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, consumer reporting agencies, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by the consumer reporting agency.

**California Applicants Only: I acknowledge receipt of a copy of California Civil Code 1786.22.** Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by S2Verify during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at S2Verify's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. S2Verify has trained personnel available to explain your file to you, including any coded information. By signing below, you acknowledge receipt of California Civil Code 1786.22, available at <http://www.s2verify.com/resources>

**New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law.**

By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law, available at <http://www.s2verify.com/resources>

By my signature below, I certify the information I provided on, and in connection with, this form is true, accurate, and complete. I agree that this Authorization form in original, facsimile, photocopy, or electronic (including electronically signed) formats, will be valid for any reports that may be requested by, or on behalf of, COMPANY.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

County: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Driver's License (Or ID) Number: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*See [www.tvtc.org](http://www.tvtc.org) for further information regarding New York and California \*\***

# Employment History Form

Please use as many pages as needed.

**Applicant Name:** \_\_\_\_\_

**Instructions:** Please provide information for the last seven (7) years, or to age 18, beginning with your most recent employer. Not filling out all required information will extend processing times. If self-employed, please attach documentation such as redacted tax documents or business licenses for all years to be covered.

**Company Name:** \_\_\_\_\_

**Company City & State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_

**Payroll or HR Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Start Date:**    /    /    **End Date:**    /    /   

**Company Name:** \_\_\_\_\_

**Company City & State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_

**Payroll or HR Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Start Date:**    /    /    **End Date:**    /    /   

**Company Name:** \_\_\_\_\_

**Company City & State:** \_\_\_\_\_ **Zipcode:** \_\_\_\_\_

**Payroll or HR Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Start Date:**    /    /    **End Date:**    /    /



## **ADDITIONAL STATE LAW NOTICES**

**Minnesota and Oklahoma residents/applicants:** You have the right to receive a copy of your background/investigative report by checking the box below.

**Massachusetts and New Jersey residents/applicants:** If we request an investigative background report, you have the right, upon written request, to a copy of the report.

**Washington State residents/applicants:** If COMPANY requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from COMPANY a complete and accurate disclosure of the nature and scope of the investigation requested by COMPANY. The COMPANY will provide the disclosure of the nature and scope of the investigation either five days after receiving your request or after requesting the investigative consumer report, whichever is later.

**New York residents/applicants:** You have the right to request whether the COMPANY requested an investigative consumer report and, if so, the COMPANY will give you the name and address of the report's provider if other than the consumer reporting agency identified above. You have the right to inspect and receive a copy of any investigative consumer report requested by the COMPANY by contacting the consumer reporting agency identified above (or another organization identified by the COMPANY as the provider of an investigative consumer report) directly.

**Washington State residents/applicants:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Los Angeles residents/applicants only:** LA Notice to Applicants and Employees for Private Employers is available at <http://www.s2verify.com/resources>

**San Francisco residents/applicants only:** The San Francisco Fair Chance Ordinance is available at <http://www.s2verify.com/resources>

### **Minnesota or Oklahoma residents/applicants only:**

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

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I wish to receive a free copy of the report.

**SUMMARY OF YOUR RIGHTS UNDER CALIFORNIA CIVIL CODE §1786.22 (ENGLISH AND SPANISH)**

**This notice is intended to be in bold, 12pt type.**

**The COMPANY intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be:**

**S2Verify, LLC  
3600 Mansell Rd  
Alpharetta, GA 30022  
(770)649-8282  
www.s2verify.com**

**You have a right to visually inspect during normal business hours and upon a reasonable notice to the investigative consumer reporting agency ("ICRA"), your file(s) and all information contained in your file(s) as provided under the California Civil Code. The ICRA is required to accommodate this inspection, as follows:**

- In person, if you furnish proper identification. A copy of the file will also be available to you for a fee not to exceed the actual costs of copying.**
- By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified address. However, an ICRA complying with a request for such a mailing will not be liable for disclosures to third-parties caused by mishandling of the mail after it leaves its premises.**
- By telephone, if you have made a written request, with proper identification for telephone disclosure.**

**"Proper identification" includes documents such as a valid driver's license, Social Security card/number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.**

**The ICRA will provide trained personnel to explain any information furnished to you pursuant to §1786.10. The ICRA also will provide a written explanation of any coded information contained in your file. This written explanation will be distributed whenever a file is provided to you for visual inspection.**

**You may be accompanied by one other person of your choice when you come to inspect your file. This person must furnish reasonable identification. The ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in your companion's presence.**

**California residents/applicants only:**

**You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.**

☐

**I wish to receive a free copy of the report.**

**UN RESUMEN DE SUS DERECHOS EN VIRTUD DE §1786.22 DEL CODIGO CIVIL DE CALIFORNIA**

**Este document debe estar resaltado y en tamaño de letra 12.**

**La EMPRESA tiene la intención de obtener información sobre usted para fines de selección de empleo de una agencia de informes del consumidor. Por lo tanto, puede esperar ser objeto de "informes de investigación del consumidor" e "informes de crédito del consumidor" obtenidos con fines de empleo. Dichos informes pueden incluir información sobre su carácter, reputación general, características personales y modo de vida. Con respecto a cualquier informe investigativo del consumidor de una agencia investigadora de informes del consumidor ("ICRA"), la Compañía puede investigar la información contenida en su solicitud de empleo y otra información de antecedentes sobre usted, incluyendo, entre otros, la obtención de un informe de antecedentes penales, verificando referencias, historial de trabajo, su número de seguro social, sus logros educativos, licencia y certificaciones, su registro de manejo y otra información sobre usted, y entrevistas a personas que tienen conocimiento de usted. Los resultados de este informe pueden usarse como un factor para tomar decisiones de empleo. La fuente de cualquier informe investigativo del consumidor (como ese término se define en la ley de California) será:**

**S2Verify, LLC  
3600 Mansell Rd  
Alpharetta, GA 30022  
(770)649-8282  
www.s2verify.com**



**Usted tiene derecho a inspeccionar visualmente durante horas laborales normales según aviso razonable a la Agencia de informes de investigación del consumidor ("ICRA"), sus archivos y toda la información contenida en sus archivos como se prevé en el Código Civil de California. El ICRA esta obligado a complacer esta inspección, como sigue:**

- **En persona, si usted presenta la identificación adecuada. Una copia del archivo estará disponible a usted por una cantidad que no debe exceder los costos reales de copiar.**
- **Por correo certificado, si hace una solicitud por escrito, con la identificación adecuada, de copias ser enviadas a una dirección especificada. Sin embargo, una ICRA cumpliendo con una solicitud por escrita, no será responsable por la revelación a terceros causados por mal uso del correo después de salir de sus establecimientos.**
- **Por teléfono, si usted ha hecho una solicitud por escrito, con identificación adecuada para revelación telefónica.**

**"Adecuada Identificación" incluye documentos como licencia de conducir vigente, número de la tarjeta de Seguridad Social, tarjeta de identificación militar y tarjetas de crédito. Sólo si no puede identificarse con esa información el ICRA puede pedir información adicional sobre su empleo y antecedentes personales o familiares con el fin de verificar su identidad.**

**El ICRA proporcionará personal capacitados para explicar cualquier información proporcionada a usted en virtud de la §1786.10. El ICRA también proporcionará una explicación por escrito de cualquier información codificada contenida en el archivo. Esta explicación se distribuirá cuando se proporciona un archivo para inspección visual.**

**Usted puede ser acompañado por otra persona de su elección cuando usted viene a inspeccionar su archivo. Esta persona debe presentar identificación razonable. El ICRA puede requerir un permiso de concesión de declaración escrita a la ICRA para discutir su archivo en la presencia de su acompañan.**

**Residentes / solicitantes de California solamente:**

**Puede recibir una copia gratuita de cualquier informe del consumidor o informe de investigación del consumidor obtenido si marca la casilla a continuación.**

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**Deseo recibir una copia gratuita del informe.**

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is



placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>