

# **PRE-APPLICATION POLICY AND PROCEDURES**

## **CONSUMER REPORTS NOTIFICATION**

This policy authorizes Ad-VANCE Personnel Services hereby known as the "Company" to conduct the following: You are hereby notified that a consumer report or an investigated consumer report may be obtained from a consumer reporting agency, or directly by this employer for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee.

The report may contain information on your criminal history, personal character, general reputation, credit worthiness, personal characteristics or mode of living from public or private record sources or through personal interviews with your neighbors, friends, associates or educational facility.

In connection with my application for employment (including contract for service), I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that you will be requesting information from various Federal, State, local and other agencies, which contain my past activities. I understand under the FCRA that I have a right to request a copy of this report.

## **DRUG TESTING POLICY**

Ad-VANCE Personnel Services has a very strict "NO DRUGS" policy. I hereby give my voluntary consent for the Company to allow its medical representatives collect urine samples from me for testing for alcohol, drugs and control substances and to conduct other necessary medical tests in accordance with the Company's drug policy or in the event of an on-the-job accident, this includes testing by any medical facility where I am being treated for a workers compensation injury. Further, I give my consent for the release of the tests results to the Company and to its agents and representatives for their use in investigating my compliance with the Company policy for a drug alcohol free work environment. This release and consent shall remain in effect so long as the Company may employ me.

In exchange for being considered for employment with the Company, I agree to release the Company from any and all liability that may arise from the result of this test, or discontinuance of employment as a result of not submitting to the tests. This includes possible clerical laboratory error.

This policy and authorization has been explained to me in a language I understand. I have been told if I have any questions regarding the test, I have the right to ask and my questions may be answered.