



Notice Regarding Background Investigation Pursuant to California Law

The University of Vermont (“the University”) intends to obtain information about you from a consumer reporting agency for employment screening and/or contract for services purposes. Thus, you can expect to be the subject of consumer reports obtained for employment purposes. The results of this report may be used as a factor in making employment decisions. The source of any consumer report (as that term is defined under California law) will be Applicant Insight, Inc., 5652 Meadowlane Street, New Port Richey, FL, 34652, www.applicantinsight.com, 1-800-771-7703. The University agrees to provide you with a copy of a consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out what is in the credit report file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. You may not be charged more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the file that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy is sent to a specified addressee by certified mail. Credit reporting agencies (CRAs) complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

“Proper identification” includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in the files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person’s presence.

Notice Regarding Credit Checks:

Pursuant to Section 1024.5 of the California Labor Code, the University informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

- An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission;
- A position in the state Department of Justice;
- A sworn peace officer or other law enforcement;
- A position for which the information contained in the report is required by law to be disclosed or obtained;
- A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth;
- A position in which the person can enter into financial transactions on behalf of the University;
- A position that involves access to confidential or proprietary information;
- A position that involves regular access to \$10,000 or more of cash; **OR—**
- The University **will not** obtain a consumer credit report on you.
- The University is subject to 15 U.S.C. Sec. 6801-6809, the Gramm-Leach-Bliley Act and Section 1024.5 of the California Labor Code does not apply.