

GE AVIATION BACKGROUND INSTRUCTIONS

****IF YOU CHOOSE NOT TO READ AND FOLLOW THESE INSTRUCTIONS YOU WILL FAIL THIS BACKGROUND****

Pages 1-4: Applicant FCRA Disclosure Statement and Authorization of Background Investigation (Complete pages 1 and 3 in full)

All spaces must be filled

The 1st line on page 1 is for your company name- Sign and date

All spaces on page 3 must be filled

Page 5: Employment History Form (Use as many as needed)

All spaces must be filled

Only the City, State, & Zip Code are needed for address

Company Contact- This is the person in the HR or Payroll department of the company that handles employment verification. **DO NOT USE CELL PHONE NUMBERS**

If the company uses a 3rd party for verifications they will tell you. In this case the Company Contact would be the 3rd party verifier (TALX-CCCverify etc.)

Periods of unemployment must be accounted for as well- In the section write unemployed on company name and enter the dates of unemployment- This is the same for school, training, retirement etc.- The full last 7 years must be shown (or back to age 18)

Pages 6-7: GE Aviation Background Criteria

Pages 8-11: FCRA Summary of Rights (For employee to keep)

For Background questions/assistance:

Belle Haggermaker- Senior Background Coordinator- 256-260-0360

Sarah Hart- Background Coordinator- 256-260-0360

****Employment records may be found with the IRS or Social Security Administration****

www.irs.gov

www.ssa.gov

*****PAGE 1 AND 3 MUST BE COMPLETED IN FULL*****

Applicant FCRA Disclosure Statement

In connection with your employment or application for employment (or contract for services) and any future employment (or contract for services) with _____ (TVTC) and any subsidiary, you may have information requested about you from a consumer reporting agency in connection with your application for employment purposes. This information may be obtained in the form of background reports and/or investigative reports. These reports may be obtained at any time after receipt of your signed authorization and, if you are hired by TVTC, or any client throughout your employment if permissible under applicable TVTC policy and/or state law.

These reports may contain information about your character, general reputation 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.

If adverse action is taken resulting from information obtained, in whole or in part, from consumer reports and/or investigative reports from a consumer reporting agency, you will have the option to receive a copy of the report from 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 compliance@s2verify.com. **(End of Disclosure Statement)**

Signature: _____

Date: _____

PLEASE SUBMIT FORM VIA FAX OR UPLOAD

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.html> or a copy provided by the TVTC) 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 background reports and/or investigative background reports prepared by a consumer reporting agency, such as S2verify, to TVTC and its designated representatives and agents for the purposes of determining my eligibility for employment, retention, or other lawful employment purposes. I further consent to the release of such background reports and/or investigative background reports to essential partners of TVTC, including but not limited to: industrial safety councils, and owners and/or operators of industrial facilities for which I may be asked to work on the premises of such industrial facility. I understand that if TVTC hires me, my consent will apply, and TVTC may obtain background reports throughout my employment if permissible under applicable TVTC policy.

I understand that information contained in my employment application, or otherwise disclosed by me before, or during, my employment, if any, may be used for the purpose of obtaining background reports and/or investigative background reports. I also understand that nothing herein shall be construed as an offer of employment. 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 First Advantage'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. First Advantage 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.html>

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.html>

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, TVTC.

California, Minnesota or Oklahoma applicants only:

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

____ I wish to receive a free copy of my report.

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip _____ County: _____

Social Security Number: _____ Date of Birth: _____

Driver's License/ID Number: _____ State of Issue: _____

Expiration Date: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Signature: _____ Date: _____

Company Name: _____

Additional State Law Notices

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization of Background Investigation form.

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

Minnesota and Washington State: If TVTC 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 TVTC a complete and accurate disclosure of the nature and scope of the investigation requested by TVTC. The TVTC 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 Applicants Only: You have the right to request whether the TVTC requested an investigative consumer report and, if so, the TVTC 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 TVTC by contacting the consumer reporting agency identified above (or another organization identified by the TVTC as the provider of an investigative consumer report) directly.

Washington State: If TVTC 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 TVTC a complete and accurate disclosure of the nature and scope of the investigation requested by TVTC. 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.

***Please Note:**

- a) *The Federal Trade Commission has opined that "employment purposes" includes volunteer and independent contractor relationships between companies and individuals.*

GE AVIATION

Employment History

(Use as many pages as needed)

Applicant Name: _____

Employment Verification: Please provide information for the **last seven (7) years**, or to age 18, beginning with the most recent employer. **ALL Fields must be filled in entirely and accurately**, failure to do so will cause background to **fail to meet requirements**. **NO CELL PHONE NUMBERS FOR EMPLOYERS**. Fax completed form to 256-260-0351.

PLEASE CALL PREVIOUS EMPLOYERS FOR ACCURATE INFO!!

Company Name: _____

Company City & State: _____ Zipcode: _____

Company Contact: _____ Phone Number: _____

Position Held: _____ Salary: _____

Start Date: / / End Date: / /

Company Name: _____

Company City & State: _____ Zipcode: _____

Company Contact: _____ Phone Number: _____

Position Held: _____ Salary: _____

Start Date: / / End Date: / /

Company Name: _____

Company City & State: _____ Zipcode: _____

Company Contact: _____ Phone Number: _____

Position Held: _____ Salary: _____

Start Date: / / End Date: / /

Background Checks--Non GE Workers:

Instructions to Third Party Background Check Vendors

GE Aviation is a consumer of the services offered by the Suppliers who employ the Non-GE workers. The Suppliers who employ the Non-GE workers for whom access to GE Aviation facilities is requested will contact GE-approved Background Check Vendors directly to set up accounts and obtain background check services. GE Aviation does not set up accounts or provide payment for background check services.

The following must be completed as a component of the GE Aviation approved background check:

1.) Watch list Check: Review name against GE Corporate Watch list. The watch list is provided to GE electronically through the Bridger Company. A link and access number to the list will be provided to the Background Check Vendor upon approval.

2.) Residency and employment verification for the last 7 years (SSN Trace) where permitted by applicable law. Any gaps in residency (more than 6 months) should be flagged and verified by the Background Check Vendor. Supplier shall verify Non-GE worker's status to legally work in the U.S. prior to requesting access for Non-GE worker to GE Aviation facilities.

3.) Criminal Convictions Records Investigation: SUBJECT TO APPLICABLE LAW, AN ACCEPTABLE BACKGROUND SCREEN SHALL CONSIST OF A WATCHLIST SCREEN, LAST 7 YEARS RESIDENCE AND EMPLOYMENT VERIFICATION AND CRIMINAL CONVICTION RECORDS INVESTIGATION CONDUCTED BY ONE OF THE SPECIFIED 3RD PARTY AGENCIES APPROVED BY GE AVIATION OR GE AVIATION SYSTEMS. A CRIMINAL CONVICTIONS RECORDS INVESTIGATION SHALL COMPLY WITH THE FAIR CREDIT REPORTING ACT AND CONSIST OF A RECORDS SEARCH BY THE APPROPRIATE LAW ENFORCEMENT OR OTHER LOCAL OR STATE AGENCY IN EACH LOCATION IN WHICH THE PERSON HAS RESIDED AND WORKED IN AT LEAST THE SEVEN YEARS PRECEDING THE DATE OF THE CRIMINAL CONVICTION RECORDS INVESTIGATION WHERE PERMITTED BY APPLICABLE LAW. THE RESULTS OF THE RECORDS SEARCH SHALL BE DOCUMENTED BY A WRITTEN REPORT OF THE RESULTS OF SUCH SEARCH, WHICH SHALL BE PROVIDED TO AND RETAINED BY THE SUPPLIER REQUESTING THE SEARCH. THE 3RD PARTY BACKGROUND CHECK MUST BE CONDUCTED WITHIN ONE YEAR PRIOR TO ASSIGNMENT TO GE PREMISES.

4.) Adjudication of the criminal records investigation: The Background Check Vendor shall not provide a GE Aviation Access # (as set forth in #5 below) to any person who meets the following criteria without the express approval of GE Aviation Global Security:

- a. A person convicted of, or pled guilty to, any of the following felonies at any time:

- Homicide
- Theft (i.e., Robbery, Burglary, etc.)
- Aggravated Assault (including Domestic Violence, etc.)
- Criminal Sexual Abuse (Rape, Sexual Battery, etc.)
- Kidnapping, Abduction
- Threatening or Harassing
- Altering or tampering with Motor Vehicle ID Numbers
- All offenses involving drugs
- Offenses involving Criminal enterprises and Racketeering
- Prostitution, Sexual Exploitation of minors, and Obscenity
- Infringement of Individual Rights (Peonage, Involuntary Servitude, and Slave Trade)
- Public Safety (Explosives and Arson, Firearms, Mailing Injurious Articles)
- Fraud
- Embezzlement

- b. A person convicted of more than two misdemeanors in the past two years;
- c. A person convicted of a misdemeanor in the past seven years involving dishonesty or violence.

If a person falls within one of the categories above, the Supplier should undertake an individualized assessment to consider the nature of the crime, the time elapsed since the crime occurred, and the nature of the job to be performed on GE premises. Based on this individualized assessment, if the Supplier believes denial of access to GE premises is inappropriate, the Supplier may make a request for review by GE Aviation. Requests for review by GE Aviation should be directed to William D. Galvin, Security Operations Manager, GE Aviation Global Security (or his successor or designee), who will conduct the review. GE Aviation Global Security may request a copy of the background check results for purposes of its review. The Supplier should obtain from the Non-GE worker the necessary consent to provide a copy of the background check results to GE Aviation Global Security and should redact and not disclose to GE Aviation Global Security the name or other personally-identifiable information of the Non-GE worker who is the subject of the background check. Factors including but not limited to the nature of the crime, time elapsed since the crime occurred, and the nature of the job will be considered by GE Aviation in determining whether to grant site access.

GE Aviation reserves the right to deny access to its facilities for any reason permitted by law. In all cases in which access to GE premises is denied, either by the Supplier and/or by GE Aviation, the Supplier shall have sole responsibility for issuing to the Non-GE worker pre and post access denial letters located at [\[INSERT LINK TO GE SECURITY WEBSITE\]](#).

GE Aviation's decision and the adjudication criteria set forth above relate only to access to GE Aviation's facilities. Any decision as to whether a person is employed by the Supplier is made solely by the Supplier. Care should be taken by the Supplier to assure compliance with all applicable laws regarding hiring practices. The Supplier is encouraged to consult with their Human Resources and/or Legal Dept. prior to denying employment on the basis of GE's decision to deny access.

5.) Provision of a unique identifier number, GE Aviation Access # for each successfully completed background check in accordance with the specifications and adjudication criteria set forth above. The access number shall be unique to each record and shall be in the following format: mmyy12345I, where mm is the month the check was completed, yy is the year the check was completed, 12345 is a 5 digit randomly generated number, and I is assigned by GE to the company completing the background screening. Example GE Aviation Access # 020582469I.

GE Aviation reserves the right to audit any Supplier's or third-party Background Check Vendor's compliance with these procedures related to access to GE Aviation's premises. Supplier shall retain a copy of the background checks conducted on Non-GE workers for inspection by GE for at least 6 years following the end of the Non-GE worker's assignment at a GE worksite.

All checks shall be completed in accordance with any local or state laws or regulations, including but not limited to Fair Credit Reporting Act requirements.

William D. Galvin
Security Operations Manager
GE Aviation Global Security

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1 Neumann Way, MD E-152
Cincinnati, Ohio 45215, U.S.A.

Para información en español, visite 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 the FCRA. **For more information, including information about additional rights, go to 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 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 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.
- **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).
- **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.

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:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
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	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357