

# Background Screen Information Guide

**Preparing People To Live &  
Work Safely Every Day!**



**Submit Backgrounds to:**

1900 Ridgewood Drive | Midland MI 48642 | E: [background@glstc.org](mailto:background@glstc.org) | F: 989.837.6330

**Great Lakes Safety**  
Training Center 

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## Our History & Commitment

GLSTC, which has been around since the 1950's, has an incredible reputation for quality service in multiple aspects of occupational health and safety. We focus on construction, manufacturing, and service industries. Our mission is summed up with this simple sentence: "Preparing People to Live and Work Safely Every Day." Our goal is to utilize our expertise for the benefit of our members and their employees. GLSTC is hoping to expand with a progressive vision for the future, and we look forward to this continued growth for the company in conjunction with you, our valued members and customers.

I'd like to take a moment to describe our experienced personnel, core values and key strengths. These are the things that make us special - the foundation upon which our business relationships are built. The GLSTC team is committed to our ethical business philosophy and to the core values we practice every day. By upholding and living true to these core values, we have thrived even in difficult economic times. Quality is who we are, what we produce and how we go about partnering with our clients.

GLSTC employees are a great group of motivated, loyal and experienced individuals. The employees of GLSTC all have educational and technical degrees and complete ongoing professional development. Our Safety Specialists are respected members of the safety community, and they offer valuable insight and expertise to both clients and our peers. Our admin team is highly detail oriented with exemplary customer service skills. We are only as good as our employees, and when I consider our team, I think we are the absolute best!

Another strength within our company is our processes. We continue to be innovative in developing new systems to ensure our customers receive the best possible safety training, safety consulting and background services available. Our partnerships within the safety industry and with our clients allow us to multiply our technical expertise and expand the resources available to us, ensuring the most effective use of both.

We appreciate the opportunity to be your background resource and gatekeeper. We strive to provide the absolute best in customer service and to partner with you for the right solutions for your company.

We look forward to helping you keep your most valuable asset, your employees, secure and safe on the job site and beyond.

Kindest regards,



**Kelly Juday**  
Executive Director



**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

\_\_\_\_\_ (“**YOUR EMPLOYER**”) may obtain from First Advantage (“First Advantage”), 1 State Street, New York, NY 10004, (877) 424-2457, <https://fadv.com>, a consumer report and/or an investigative consumer report (“**REPORT**”) that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, COMPANY may obtain from First Advantage further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The **REPORT** may contain information about your character, general reputation, personal characteristics and mode of living. The **REPORT** may include, but is not limited to, criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer **REPORT** is obtained, in addition to the description above, the nature and scope of any such **REPORT** will be employment verifications and references, or personal references.

**Fees:** Company agrees to pay GLSTC a fee in the amount of \$83.00 (members) or \$100.00 (non-members) for each background check requested by Company. Member companies agree to pay full amount when invoiced on a monthly basis. Non-member companies agree to pay the full amount of such fee in advance to GLSTC at the time, Company provides GLSTC with a completed and duly executed copy of this Request. Company understands that the fee charged to company by GLSTC by the third-party provider with whom GLSTC contracts to perform the background checks requested by Company. Company agrees that in the event GLSTC is charged additional fees by its third party provider, Company will reimburse GLSTC for the full amount of such additional fees.

**Personal Information**

**\*All fields are required. Please Print Clearly!\***

Background Type:  Level 1     Level 2     Level 3    Other \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_ SSN: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Male

Female

Driver's License (optional): \_\_\_\_\_ State of issue: \_\_\_\_\_

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

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

**Acknowledgement and Authorization**

I have read the Disclosure Regarding Employment Background Report provided by GLSTC and this Authorization to Obtain Employment Background Report. By my signature below, I hereby consent to the preparation by First Advantage ("First Advantage"), a consumer reporting agency located at 1 State Street, New York NY 10004, (877) 424-2457, <https://fadv.com/>, of background reports regarding me and the release of such reports to the COMPANY and its designated representatives, to assist the COMPANY in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, or other information service bureau or data repository, or employer to furnish any and all information regarding me to First Advantage and/or the COMPANY itself, and authorize First Advantage to provide such information to the COMPANY. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. I authorize COMPANY to provide copies of any reports regarding me to employers or other third parties involved in making any employment or placement decisions about me. I may revoke this authorization at any time.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Signature: \_\_\_\_\_ Date(mm/dd/yy): \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

**Company Information**

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

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

**City, State, Zip:** \_\_\_\_\_

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

**Fax Number:** \_\_\_\_\_

**Authorized Users**

<b>Primary Business Contact</b>	Main contact for account inquiries and account changes. Receives completed background check reports.
<b>Additional Contact</b>	These individuals may call to register employees for training.
<b>Accounting Contact</b>	Receives invoices and statements

<b>Primary Contact Name</b>		Title	
<i>Telephone</i>		<i>Email</i>	

<b>Additional Contact Name</b>		Title	
<i>Telephone</i>		<i>Email</i>	

<b>Additional Contact Name</b>		Title	
<i>Telephone</i>		<i>Email</i>	

<b>Accounting Contact Name</b>		Title	
<i>Telephone</i>		<i>Email</i>	

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

# Credit Card Authorization Form

**\*All fields are required\***

Billing Information	
Cardholder Name:	
Billing Address:	
City, State, Zip:	
Country:	
Phone Number:	Email:
Credit Card Information	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover	
Card Number:	
Expiration Date:	
CVV:	

## Authorization for Credit Card Payment

Great Lakes Safety Training Center is hereby authorized to apply charges on the credit card provided.

Authorization Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

### **California Disclosure Regarding Employment Background Report**

\_\_\_\_\_ (“COMPANY”) may obtain from First Advantage (“First Advantage”), 1 State Street, New York, NY 10004, (877) 424-2457, <https://fadv.com/com>, a consumer report and/or an investigative consumer report (“REPORT”) that contains background information about you in connection with your employment or employment application for employment purposes. If you are hired, to the extent permitted by law, COMPANY may obtain from First Advantage further REPORTS throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references. You may inspect First Advantage files concerning you during normal business hours and upon reasonable notice. You can inspect the files at First Advantage offices if you furnish proper identification, and you can obtain a copy by paying duplication costs. One other person can accompany you if he or she furnishes reasonable identification. You can also obtain a copy of your files by sending First Advantage at the address listed above a written request, including proper identification, by certified mail. First Advantage will give you a summary of the information in the files by telephone if you submit a written request including proper identification. First Advantage has trained personnel who can explain the information furnished to you and can provide a written explanation of any coded information contained in your files. “Proper identification” includes documents such as a valid driver’s license, Social Security card, military identification card or credit card. If necessary, First Advantage may request additional information about your employment and personal or family history to verify your identity.

### **State Law Notices Relating to Your Background Report**

**Washington State Applicants only:** 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.

**California, Massachusetts, Minnesota, New Jersey and Oklahoma Applicants Only:** Please check the box to the left if you would like a free copy of any REPORT obtained by COMPANY from Sterling.

**New York Applicants Only:** By signing the authorization, you acknowledge that you have received a copy of New York Correction Law Article 23-A. You have the right, upon written request, to be informed whether an investigative consumer REPORT was requested. If such a REPORT was requested, you will be provided with the name and address of the consumer reporting agency that prepared the REPORT and you can contact that agency to inspect or receive a copy of the REPORT.

## **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](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).

**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 NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA 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 Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 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, SE Washington, DC 20590</p>
<p>4. Creditors Subject to 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 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, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>

Intermediate Credit Banks, and Production Credit Associations	
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357