

Human Resource Advantage, LLC

P.O. Box 3239, #412

Lapine, OR 97739

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Take a closer look at your future employees!

Service Agreement

The undersigned User and Human Resource Advantage, LLC, (HRA) hereby certify and agree to the following:

1. User has access to consumer reports, defined as ANY report used to determine an individual's eligibility, as outlined in the Fair Credit Reporting Act (FCRA), which includes employment (pre-employment, promotion, reassignment, periodic background checks).
2. User agrees that when requesting a Consumer Report and/or an Investigative Consumer Report for Employment Purposes, User will adhere to the following requirements:
 - That the applicant will be notified in a clear and conspicuous disclosure, in writing, that the employer may be seeking an investigative consumer report. (Consent to Release of Information Form)
 - That User will obtain the consumer's written authorization for procurement of the report.
 - The notification will contain the name and address of the consumer reporting agency (HRA), and the nature and scope of the investigation. (Consent to Release of Information Form)
 - That User will provide each subject of an investigative report a copy of the Consumer Summary of Rights under the Fair Credit Reporting Act. (Copies available from HRA).
 - That User will provide each subject of an investigative report the option of affirmatively requesting a copy of the report. (Consent to Release of Information Form)
3. User will hold the contents of the consumer report in strict confidence and use the information only for purposes outlined in the disclosure.
4. User understands that failure to comply with FCRA and California Civil Code with regard to consumer and investigative consumer report requirements can result in state or federal enforcement actions, as well as private lawsuits
5. User agrees to adhere to the FCRA requirements upon an Adverse Action/Decision.
6. User acknowledges that this entire procedure must be repeated before future reports on the individual are requested.
7. User understands that while some of the information contained in the consumer report may be obtained from public records sources deemed reliable, its accuracy cannot be guaranteed due to potential human error in the actual recording of the record. User also agrees to indemnify HRA of any liability for the use of this information.

USER/RESPONSIBLE PARTY:

Company Name

Phone number

Company Address

Fax number

Email address

Print Name

Signature

Title

Date