

DATE: _____

RE: ACKNOWLEDGMENT: INTENT TO CONDUCT AN ALL INCLUSIVE PRE-EMPLOYMENT SCREENING

This memorandum confirms that I have filed an application for employment through the services of Resource Group, Ltd.

Resource Group, Ltd. has advised me that in connection with this application for employment, should job requirements mandate, a PRE -EMPLOYMENT SCREENING will be obtained on me. No report will be processed, unless required by a client's job specifications. I understand that:

- (1) The investigation may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry may include information related to my character, general reputation, personal characteristics and mode of living,
- (2) This investigation may include items of public information relating to convictions, suits, tax liens, outstanding judgments, credit information, identity (date of birth, SSN), educational history, employment history and references, current and previous residences, driving record, criminal and civil records in every jurisdiction of residence and drug testing.
- (3) The disclosure or the inclusion of such matters of public record, if applicable, could have an adverse effect upon my ability to obtain employment with client companies of Resource Group, Ltd.

I recognize that I have a right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigation, and that Resource Group, Ltd. has established a procedure to provide the same.

I hereby authorize Resource Group, Ltd. to obtain such a PRE-EMPLOYMENT SCREENING if mandated by a client's job requirements. I acknowledge that I have read and received a copy of this statement.

Many of our clients require background checks which include a check of criminal history, motor vehicle history, credit history and employment history. If you agree to a background check and have indicated on your application package that you have never been convicted of a crime (other than a minor traffic offense) and the information reveals misrepresentation or omission of information you will be required to cover the cost for that background check. All information shared with Resource Group Staffing shall remain confidential during the interview process.

(APPLICANT'S SIGNATURE)

NAME (PLEASE PRINT)

SOCIAL SECURITY NUMBER