



Title: Applicant Background Screen Release
Number: CE-2002008-FM

Notice, Authorization and Release to Obtain Consumer Reports

1. In connection with my application for employment, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, work performance, discipline, and work experience along with reasons for termination of past employment. To obtain Consumer Reports and information concerning my driving, credit, educational background, military record and criminal records, I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my driving record, educational credentials, credit and references.
2. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.
3. I acknowledge that a telephone facsimile (FAX), electronic or photographic copy shall be valid as the original.
4. I authorize, without reservation, any law enforcement agency, institution, information services bureau, school, employer, reference or insurance company contacted by Cascade Engineering or its agent, to furnish the information described in Section 1 and waive any right to notice of such disclosure of that information and release.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Print your full name:	Last	First	Middle
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Print other names you have used

Home Address	City	State	Zip Code
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Previous Address	City	State	Zip Code
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Social Security Number	Date of Birth	Telephone Number
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Race: ☐ Asian ☐ Black ☐ Hispanic Sex: ☐ Male
☐ White ☐ Other ☐ Female

State ID/Drivers License Number	State Issuing License
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Name As It Appears on License/State ID

Signature	Date
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Cascade Engineering Family of Companies Policy on Hiring Candidates with Felony Convictions or Pending Felony Charges

Cascade Engineering is a company that strives to be an Employer of Choice. Accordingly, we wish to understand and confront barriers that may prevent qualified candidates for employment from successful careers at Cascade Engineering. A criminal record is one such barrier that often prevents individuals from opportunities in employment regardless of their efforts and/or ability. In many cases employers will not even consider candidates with felonies, misdemeanors or arrest records for employment. Cascade Engineering believes this should not be the case. In our family of companies a felony conviction, misdemeanors or an arrest record is not an absolute bar to employment; all qualified candidates will be considered for employment regardless of their criminal record. Each candidate's employment application is reviewed and a decision is based on the specific merits of each individual case in relation to the position for which they applied.

When applying for a job with Cascade Engineering a candidate must disclose all felonies on their records. After an offer has been made a criminal background check will be conducted by an outside agency to document any felony convictions or pending felony charges which may result in a conviction. If a candidate has a felony conviction or pending felony conviction the Sr. Vice President of Business Services will follow the EEOC guidelines to review the conviction record:

- Length of time since the conviction
- Circumstances of the offense
- Number of convictions
- Applicants employment record since the conviction
- Rehabilitation
- Nature of the job applied for

In addition, Cascade Engineering will consider the input from our re-entry partners in support of a particular candidate.

Upon completion of the review the SVP of Business Services will make a determination of the candidates eligibility for employment.

Have you ever been convicted of a crime, excluding misdemeanors?

☐
☐

Yes

Yes

☐
☐

No

No

Are there any felony charges currently brought against you?

If yes to either, please explain fully (conviction does not necessarily disqualify applicant from employment):
