



903-813-0985

Fax 903-813-8572

1410 S. FM 1417 - Sherman, TX 75092

(Mailing) P.O. Box 1211 (75091-1211)

[www.NorTexGlass.com](http://www.NorTexGlass.com)

## DISCLOSURE TO CONSUMER

### NorTex Glass and Mirror

As part of our hiring background and investigation process, we may obtain, where permitted, one or more reports and other information about you, including your background, employment history, academic and/or professional credentials, military service, credit history, and driving history. The information gathered also may involve a criminal history and/or alcohol or drug use history, if any. An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals with whom you are acquainted or who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers to verify your employment history. In addition, if your employment falls under the federal Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”), including 49 CFR § 391.23, the report could include your driving, safety inspection and performance history from the FMCSA.

Under the provisions of the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq.; FMCSA regulations in the Federal Code of Regulations, including 49 CFR § 40.239; and certain state laws, before we can seek such reports, where permitted, we must have our written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You also are entitled to a copy of the document entitled, Rights Under the Fair Credit Reporting Act.

## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq., the regulations applicable to the federal Department of Transportation’s Federal Motor Carriers Safety Administration, including 49 CFR § 40.329, the Americans with Disabilities Act and all other applicable federal, state, and local laws, I hereby authorize and permit **NorTex Glass and Mirror** to obtain information, where permitted, pertaining to my employment records, driving history records, driving performance and safety history, criminal history, credit history, civil records, workers’ compensation (post-offer only), alcohol and drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand that an “investigative consumer report” may result that could include information as to my character, general reputation, personal characteristics, and mode of living that may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of

information.. I specifically authorize the release of information b m former employers for the purpose of satisfying driver qualifications regulations.

**DOT Drivers:** I understand that Title 49 of the Federal Code of Regulations, § 391.23, requires that my prospective employer and/or its agent(s) may contact all former employers of a driver within the last three years under the regulation of the Department of Transportation. Information such as dates of employment, position, accident history, as well as information pertaining to my drug and alcohol testing history, may be requested from each employer in accordance with Section 391.23 and 49 CFR 40.25.

By signing below, I consent to and authorize the gathering of this information by my prospective employer and those when my prospective employer has engaged to request and obtain this information, including from former employers and/or from or through iiX. I hereby release and hold harmless any person, firm, or entity, including iiX, that discloses matters in accordance with this authorization from liability that might otherwise result from the request for use of and/or disclosure of any or all of the information discussed above. This information may be obtained in whole or in part by iiX or its agents.

I understand and acknowledge that this release of information may assist my prospective employer to make a determination regarding my suitability as an employee. I further understand that under the FCRA, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification. I agree that a copy of this authorization has the same effect as an original. Where permitted, this authorization shall remain in effect over the course of my employment and reports me be ordered periodically during the course of my employment.

Applicant's Full Name \_\_\_\_\_ Date of Signature \_\_\_\_\_

(Print clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Printed Name) (Signature) (Date)

\_\_\_\_\_  
(Street Address) (City) (ST) (Zip Code)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date of Birth) (SS Number) (Driver License) (State of Issue)

NorTex Glass & Mirror  
(Employer or Prospective Employer)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
iiX Customer Name iiX Customer No. Date of Request