

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Glassmere Fuel Service, Inc. may obtain information about you from a consumer-reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, worker’s compensation claims, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by HR Screening Services, Inc., 521 Cedar Way, Oakmont, PA, 15139, 800-261-6268, or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing Glassmere Fuel Service, Inc. to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Glassmere Fuel Service, Inc. by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or University- Roswell (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by HR Screening Services, Inc., 521 Cedar Way, Oakmont, PA, 15139, 800-261-6268, another outside organization acting on behalf of Glassmere Fuel Service, Inc. and/or Glassmere Fuel Service, Inc. itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company as listed under California law.

Last Name _____ First _____ Middle _____

Other Names/Alias/Maiden _____

Social Security* # _____ Date of Birth* _____

Driver’s License # _____ State of Driver’s License _____

Present Address _____ Phone Number _____

City/State/Zip

Signature: _____ Date:

Can we contact your present employer? Yes _____ No _____

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

HR Managers: Fax with resume to HR Screening Services at 412-517-1209 or 412-517-1208 OR email to Tammy@hrscreening.com after completion