



***This form is not meant to and does not evidence an employer-employee relationship. Humana and the candidate understand and agree that the candidate is only applying to become an independent agent of Humana, not an employee of Humana.***

**BACKGROUND INVESTIGATION DISCLOSURE AND AUTHORIZATION FORM**

I. I understand that Humana may obtain information about me for any permissible purposes from a third party consumer reporting agency now or at any time throughout my application, employment, appointment and/or contract term with Humana. This may include a “consumer report” or an “investigative consumer report.” An investigative consumer report may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history to the extent permitted by applicable law. I understand that General Information Services, Inc. (GIS), on behalf of **Humana** may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with **Humana's** consideration of me for employment, promotion or position re-assignment or contract now, or at any time throughout my application, employment, appointment and/or contract term with **Humana**, and give my full consent for this information to be obtained. I fully understand and agree that the scope of this authorization and consent is all-encompassing, allowing Humana to obtain from any outside organization all manner of consumer reports and/or investigative consumer reports now and throughout my application, employment, appointment and/or contract term with Humana to the extent permitted by applicable law.

II. Under the Fair Credit Reporting Act I have the right to request, in writing, within a reasonable time, that Humana disclose the nature and scope of an investigative consumer report that Humana requests on me. I also have the right to obtain a summary of my rights under FCRA upon request. I am aware that Federal Trade Commission provides a summary statement of my rights on its website at [www.ftc.gov/credit](http://www.ftc.gov/credit). In addition, I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name of the agency providing that report.

III. IF APPLICABLE, medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

IV. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.

V. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, licensing boards, criminal and civil and courts, school or educational institution, employer, insurance company, business entity or other person contacted by General Information Services, Inc. (<http://www.geninfo.com/> ) to furnish the information described in Section I.

VI. Upon proper identification, I have the right to make a request to GIS as to the nature and substance of all information in its files on me at the time of my request, including the sources of information and the recipients of any reports on me that GIS has previously furnished within the two-year period preceding my request.

Communications with GIS should be directed to PO Box 353, Chapin SC 29036 or (866) 265-4917 .

**CANDIDATE COMPLETE THE FOLLOWING:**

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.

DATE OF BIRTH:  SOCIAL SECURITY NUMBER:

Driver's License Number:  State:



Name as it appears on License:

Address:

Have you ever been convicted of a crime?  Yes  No

If yes, please provide city and state of conviction and details of conviction.

I acknowledge receipt of this disclosure and authorize Humana to obtain a consumer report and/or investigative consumer report on me for any permissible purposes.

Name

Signature and Date



## **Additional Disclosures for Residents of California, Maine, Minnesota, New York and Oklahoma**

### **NOTICE TO CALIFORNIA CANDIDATES**

You have a right to obtain a copy of any consumer report or investigative consumer report obtained by **Humana** by checking the box provided below. The report will be provided to you within three (3) business days after we receive the requested reports related to the matter investigated.

I request to receive a free copy of this report by checking this box

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by GIS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at GIS in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

### **NOTICE TO MAINE RESIDENTS**

You have the right to request the name, address and telephone number of the nearest office of the consumer reporting agency from which we obtain an investigative consumer report. You may request and promptly receive from this consumer reporting agency copies of any such investigative consumer reports.

### **NOTICE TO MINNESOTA RESIDENTS**

You have the right to obtain a copy of the report ordered by checking the box provided below.

I request to receive a free copy of the report by checking this box

### **NOTICE TO OKLAHOMA RESIDENTS**

You have the right to obtain a copy of the report ordered by checking the box provided below.

I request to receive a free copy of the report by checking this box

### **NOTICE TO NEW YORK RESIDENTS**

If you submit a written request, you have the right to know whether Humana ordered an investigative consumer report on you. You may inspect and receive a copy of such report by contacting GIS: PO Box 353, Chapin SC 29036 or (866) 265-4917.

A disclosure of New York's law on the use of criminal records is provided below. By signing above, I acknowledge receipt of this document.

#### ARTICLE 23-A

#### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

Section 751. Applicability.

Section 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

Section 753. Factors to be considered concerning a previous criminal conviction; presumption.

Section 754. Written statement upon denial of license or employment.



Section 755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
  - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
  - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
  - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
  - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
  - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
  - (f) The seriousness of the offense or offenses.
  - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
  - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.