



<b>Envision Motors Mercedes-Benz of El Dorado Hills</b>	Permissible Purpose Certification: <input checked="" type="checkbox"/> Pre-Employment Screening
Unless noted, please provide a <b>LEVEL 1 SERVICE</b>	OTHER SERVICE:

### DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS

Envision Auto (the "Company") discloses to you that a Consumer Report and/or an Investigative Consumer Report may be obtained about you for employment purposes as part of the Company's pre-employment background investigation and/or at any time during your potential employment with the Company.

When a Consumer Report or an Investigative Consumer Report is obtained, it will be obtained from:

LS Screening LLC  
PO Box 3051  
Forney, TX 75126  
(800) 755-3392

If you wish to receive a free copy of any Consumer Report or Investigative Consumer Report obtained by the Company, please indicate by checking this box.

Accompanying this document is a summary of your rights under the ICRAA (California Civil Code §1786.22). You have the right to request a summary of your rights under the FCRA.

If and only if the box to the left is checked, the Company may obtain a Consumer Credit Report about you for employment purposes as part of the Company's pre-employment background investigation and/or at any time during your potential employment with the Company. The Company may obtain a Consumer Credit Report about you for the following checked reason(s):

- The position for which you are applying or being considered is managerial;
- The position for which you are applying or being considered is in the State Department of Justice;
- The Company is required by law to disclose or obtain the information contained in this report;
- The position for which you are applying or being considered involves regular access, for a purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to someone's bank or credit card account information, social security number, and date of birth;
- If you are offered the position for which you are applying or being considered, you would be: (1) a named signatory on the bank or credit card account of the Company; (2) authorized to transfer money on behalf of the Company; or (3) authorized to enter into financial contracts on behalf of the Company;
- The position for which you are applying or being considered involves access to the Company's confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret; and/or
- The position for which you are applying or being considered involves regular access to cash totaling \$10,000 or more of the Company, a customer, or client, during the workday.

When a Consumer Credit Report is obtained, it will be obtained from:

LS Screening LLC  
PO Box 3051  
Forney, TX 75126  
(800) 755-3392

If you wish to receive a free copy of any Consumer Credit Report obtained by the Company, please indicate by checking this box.

**AUTHORIZATION**

I have received the Company's disclosure of its intent to obtain consumer reports about me. I expressly authorize the Company to obtain a Consumer Report, an Investigative Consumer Report, and/or a Consumer Credit Report (if the box regarding the Company obtaining Consumer Credit Reports is checked) about me for employment purposes as part of the Company's pre-employment background investigation and/or at any time during my employment with the Company.

APPLICANT SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

**ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND REPORTS**

By providing the requested information and signing below, I acknowledge receipt of the **Background Screening Disclosure and Authorization Notice, A Summary of Your Rights under the Fair Credit Reporting Act** (available at [http://files.consumerfinance.gov/f/201410\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://files.consumerfinance.gov/f/201410_cfpb_summary_your-rights-under-fcra.pdf)) and any other document referenced in this Background Screening Disclosure and Authorization Notice and certify that I have read and understand all of those documents provided to me by the Company. By my signature below I hereby authorize the Company to obtain consumer reports and/or investigative consumer reports for employment purposes at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LS Screening, PO Box 3051, Forney TX 75126, (800) 755-3392 Voice/(800) 283-4883 Fax. I agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that signing my name below constitutes my consent and that by doing so: 1) I acknowledge Company has disclosed that they may request a consumer report or investigative consumer report, 2) I am authorize LS Screening to conduct the background check(s) described above and 3) I certify that facts and information in this form and any attachments I have provided are true, accurate and complete to the best of my knowledge.

**PLEASE PROVIDE ALL INFORMATION AND PRINT CLEARLY**

APPLICANT'S LEGAL NAME: \_\_\_\_\_  
Last Name First M.I.

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
Month/Day/Year

CURRENT HOME ADDRESS: \_\_\_\_\_  
Street City/State Zip

DRIVER'S LICENSE #: \_\_\_\_\_ STATE OF ISSUANCE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICANT SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

**www.lsscreen.com**  
**Fax to (512) 275-1134**  
**Email to consents@lsscreen.com**

### **A Summary of Your Rights Under California Law**

Under California law, you are entitled, upon presentation of proper identification (\*), to find out from an investigative consumer-reporting agency ("CRA") what is in your file, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You may be accompanied by one other person of your choosing who must furnish reasonable identification. The CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.
2. By obtaining a summary of it via telephone call, if you have made a written request, with proper identification, for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by you or charged directly to you; or
3. By requesting in writing, with proper identification, that a copy of it be sent to a specified addressee by certified mail.

The CRA complying with such requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative CRAs.

The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.

The CRA will provide trained personnel to explain any information furnished to you. The CRA will provide a written explanation of any coded information contained in files maintained on you. If you choose to visually inspect the file under option 1 above this written explanation will be provided whenever the file is provided to you.

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(\*) The term "proper identification" as used above shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described herein, may an investigative CRA require additional information concerning your employment and personal or family history in order to verify your identity.



## APPLICATION FOR EMPLOYMENT – EQUAL OPPORTUNITY EMPLOYER

We respect the privacy of the information job applicants entrust to us. The numbers printed next to each section where personal information is requested correspond to the numbers listed in the Notice at Collection of Personal Information, printed on the last page of this application.

<b>DEALERSHIP NAME</b>	<b>Date</b>	
<b>Dealership Address</b>		

<b>Position For Which You Are Applying</b>	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	<b>Expected Earnings</b>	\$	<input type="checkbox"/> Hr.	<input type="checkbox"/> Mo.	<input type="checkbox"/> Yr.
<b>Applicant's Name</b> <sup>[1,2,3]</sup>	Last	First	Middle (not initial only)				

List any other names (such as former names, aliases and nicknames) that you have used since high school to enable us to verify your work and education record <sup>[3]</sup>

Last Name	First Name	Middle Name (not initial only)	Last Name	First Name	Middle Name (not initial only)
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<b>Home Address</b> <sup>[1,3]</sup>	Street				
City	State	ZIP	Since	Home Phone	Message/Mobile Phone
<b>Email Address</b> <sup>[1]</sup>					

Prior places of residence (list all during the past seven years) <sup>[3]</sup>

City	State	From month/yr	To month/yr	City	State	From month/yr	To month/yr
City	State	From month/yr	To month/yr	City	State	From month/yr	To month/yr

<b>Can you accept a position immediately?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If not, how soon?</b>
<b>If hired, can you furnish proof that you are at least 18 years of age?</b> <sup>[4]</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If hired, are you authorized to work in the United States?</b> <sup>[5]</sup>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Do you have friends or relatives working here? If yes, please identify below:** <sup>[3]</sup> Yes  No

Name of friend or relative working here	Relationship	Name of friend or relative working here	Relationship
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**If a drivers license is required for the position for which you are applying, do you have a valid drivers license?** <sup>[6]</sup> Yes  No

State	License No.	Expiration Date	<b>Do you have a motorcycle license?</b> <sup>[6]</sup>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

**Have you been convicted of, or pleaded no contest to a traffic violation of any kind within the last FIVE years?** <sup>[2]</sup> Yes  No

If yes, please give date and details below (do not list information relating to juvenile offenses, such as convictions, arrests, detentions and/or court dispositions as a juvenile; also, do not list any felonies and/or misdemeanors and limit your responses to traffic infractions.)

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EDUCATION <sup>[2,3]</sup>	Elementary School	High School	College/University	Graduate/Professional
School Name				
Years completed				
Diploma/Degree				
Describe course of study or major				
Describe Specialized Training, Skills and Extra-Curricular Activities				



**RECORD OF PREVIOUS EMPLOYMENT: [2,3]**

Have you worked for this Company or any other affiliate of this Company before? If Yes please include below.

Yes  No

List the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, list firm's name and business references.

Present or Latest Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
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Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

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The Reynolds and Reynolds Company TO ORDER: www.reysource.com; 1-800-344-0998; fax 1-800-531-9055



**ADDITIONAL INFORMATION:** [2]

Please indicate any actual work experience you have in any of the following positions.

**OFFICE**

- Office Manager
- Bookkeeper
- Accounts Receivable
- Accounts Payable
- Payroll Clerk
- DMV/Title Clerk
- Warranty Clerk
- Data Entry
- Cashier

**SALES/LEASING**

- Sales Manager
- Salesperson (New Car)
- Salesperson (Used Car)
- Salesperson (Truck)
- F & I Manager
- Leasing Manager
- Fleet Manager
- Truck Manager
- Used Car Manager
- Internet Sales

**SERVICE AND REPAIR**

- Service Manager
- Service Writer/Advisor
- Dispatcher
- Shop Foreman
- Mechanic/Technician
- Electrician
- Helper
- Painter
- Body Repair
- Detailer

**PARTS**

- Parts Manager
- Parts Counter
- Parts Stocker
- Parts Driver

**REMARKS AND SPECIAL QUALIFICATIONS:**

Please include computer systems and programs with which you are familiar [2]

[Empty box for Remarks and Special Qualifications]

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME YOU MUST REAPPLY. PLEASE READ AND SIGN BELOW. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

[Signature line]

Applicant Signature [7]

[Date line]

Date

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Have you ever been terminated or asked to resign from any job? <sup>[2]</sup>

Yes  No

If yes, explain circumstances:

Please explain fully any gaps in your employment history: <sup>[2]</sup>

(DO NOT LIST ANY CRIMINAL HISTORY OR MEDICAL INFORMATION SUCH AS DISABILITY, ILLNESS OR PREGNANCY IN RESPONSE TO THIS QUESTION)

If laid off, give reason: <sup>[2]</sup>

May we contact your current employer? <sup>[2]</sup>

Yes  No

If no, please explain: <sup>[2]</sup>

**CHARACTER REFERENCES:** <sup>[2,3]</sup>

Please list persons who know you well - not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone number	Years known

**California Consumer Privacy Act / Notice at Collection of Personal Information.**

This Notice applies specifically to the personal information provided to us by completion of this application. The personal information requested on this form is collected, used, and shared with third-party service providers to fulfill the following purposes:

1. Communicate with you
2. Consider your suitability for employment
3. Run background checks (with your consent)
4. Confirm you are competent to enter into contracts and not subject to child labor laws
5. Confirm your eligibility to work in the United States
6. Check your driver's license status and driving record (if you will be driving our vehicles)
7. Obtain your affirmation that the facts set forth in the employment application are true and complete to the best of your knowledge.

Note: The numbers correspond to the numbers printed throughout the application, in each location where personal information is requested.

We do not and will not sell your personal information and will only maintain your information for as long as needed to fulfill the purpose for which it was collected. For more information regarding our privacy practices, view the Privacy Policy on our website or ask a dealership representative for a copy.