

Production Support Services

11834 Canon Blvd., Ste. M Newport News, Va. 23606
(757) 599-5959 phone • (757) 223-7282 fax •

Personal History Questionnaire

This is a CONFIDENTIAL document, and will be used to complete a background investigation required for employment. All information provided on this questionnaire must be complete and accurate. Any misstatement, misrepresentation or omission may constitute cause for denial or revocation of employment. Answers should be clearly printed in black ink. All dates must be complete with Month/Day/Year. Attach additional pages if necessary. Each additional page should contain your name and number(s) of question(s) being answered.

1. Personal History

Name: _____
Last First Full Middle

Maiden, Aliases, or Nickname (if any): _____

Social Security Number: _____

Date of Birth: _____

Permanent Address: _____
Street

City State Zip

Telephone Number: _____
Home Work

E-Mail: _____

Referred By: _____

2. Military

(Complete this section only if you have served within the last seven (7) years.)

Have you served in the U.S. Military, National Guard, or Reserves? Yes No
If yes, what branch of service _____ Service Number _____
Base Assigned To _____
Date Entered _____ Date Discharged _____
Rank at Discharge _____ Type of Discharge _____
Have you served in the Foreign Military? Yes No

CHBC DATE: _____

3. Residence

Provide the following information about ALL places you have resided during the past seven (7) years starting with your most recent. Include all residences for any stay of thirty (30) days or more.

DATES (Mo/Yr) From To	STREET ADDRESS CITY	STATE ZIP CODE

4. Criminal Information

Have you EVER been arrested?

- Yes (If yes, complete information below) No

Have you EVER been convicted of a criminal offense other than a traffic violation?

- Yes (If yes, complete information below) No

DATE	LOCATION (City/State)	CHARGE(S)	DISPOSITION

Is there anything in your background, not mentioned, which may affect your ability to be granted employment or anything which may require further explanation?

Yes No

If yes, explain _____

CERTIFICATION

I, _____, certify to the best of my knowledge all information on this questionnaire is correct and I understand that any misstatement, misrepresentation or omission may be cause for denial or revocation of access. I also understand that records shall be maintained at the respective site for a period of five (5) years after access has been withdrawn.

Applicant's Signature _____ **Date** _____

FAIR CREDIT REPORTING ACT NOTIFICATION AND WRITTEN AUTHORIZATION

This notification is to inform you that a consumer report or an investigative consumer report may be obtained from a consumer reporting agency for the purposes of evaluating you for employment as an applicant or, if applicable, for the purposes of evaluating you for promotion, reassignment or retention as an employee throughout your employment with this company.

The consumer or investigative report may contain information of your credit worthiness, credit standing, credit capacity, criminal record, employment, education, character, general reputation, personal characteristics, or mode of living from public record sources or through personal interviews with your neighbors, friends or associates. You have a right to request additional disclosures regarding the nature and scope of any investigative consumer report requested and regarding your summary of rights under the Fair Credit Reporting Act.

I HEREBY AUTHORIZE PSS TO OBTAIN CONSUMER AND INVESTIGATIVE CONSUMER REPORTS WHICH MAY BE USED FOR EMPLOYMENT PURPOSES AT ANY TIME THROUGHOUT MY EMPLOYMENT.

Last Name

First Name

Middle Initial

Social Security Number

Date of Birth

SIGNATURE

Date

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-800-XXX-XXXX.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1 a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center -- FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center -- FCRA Washington, DC 20580 (877) 382-4357</p>

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ hereby authorize and request every person, firm, partnership, proprietorship, agency, corporation, and governmental agency to release and furnish to PSS and its authorized independent contractors and representatives, any and all information and records pertaining to my education, employment history, criminal history, and driving history, including but not limited to, originals or copies of any documents, records, reports, transcripts, abstracts, and other information.

I understand these records may be produced and will be retained in the headquarters of PSS. at 11834 Canon Blvd., Ste. M Newport News, Virginia. Such records are normally retained for a period of five (5) years following termination of employment.

I understand I have the right to review any records generated as a result of this background investigation, and that such information will only be made available to duly authorized individuals with a legitimate need for access to such information.

Further, I hereby release and discharge Production Support Services (PSS) and any company which has contracted with to provide background investigation as described above and any of their officers and employees are authorized to utilize the information obtained for the propose of evaluating my suitability for employment.

A photocopy of this authorization shall be deemed an original and shall be accepted as such by every person and organization. This authorization is valid for employment with PSS, their subsidiaries and contractors or any company, which has contracted with any of them to provide background investigations as described above, and is accepted by me.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE INFORMATION:

Last Name	First Name	Middle Initial
Maiden/former/nickname		
Current Home Address		
Former Address		
Social Security Number _____	Date of Birth _____	
Drivers License Number _____	State of Issue _____	
Signature _____	Date _____	