

BACKGROUND CHECK DISCLOSURE DOCUMENT

Redlands Community College (the "Company") may order a "consumer report" (a background report) about you from a consumer reporting agency (CRA) in connection with your employment or your application for employment (including independent contractor or volunteer assignments, as applicable).

The consumer report may include information about your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. **The Company may not order a consumer report about you without your written authorization** (which you may provide through a separate document called the Authorization for Background Checks).

The Company may also request an "investigative consumer report" on you. An "investigative consumer report" is a type of consumer report that involves personal interviews conducted for the Company by the CRA, most commonly with an individual's prior employers or references.

You have the right to request more information about the nature and scope of any investigative consumer report obtained on you by contacting the Company. These searches will be conducted by one of the following companies:

U.S. Information Search
615 South College Street
Charlotte, NC 28202
(800) 596-4327
<http://www.usinformationsearch.com>

ADP Screening and Selection Services
301 Remington Street
Fort Collins, CO 80524
(800) 367-5933
www.adpselect.com

Additionally, the Fair Credit Reporting Act gives you specific rights in dealing with CRAs. You will find these rights summarized in a separate document titled A Summary of Your Rights Under the Fair Credit Reporting Act.

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK.

PLEASE PROCEED TO THE NEXT DOCUMENT: "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT"