

FTMSA NEW HIRE FORM

APPLICANT'S NOTICE AND AUTHORIZATION TO PERFORM CRIMINAL BACKGROUND CHECK

NOTICE

FTMSA may conduct one or more criminal background searches on new applicants for employment purposes. A “criminal background search” means a search conducted utilizing your identifiers within the “PATCH” (Pennsylvania Access to Criminal History) system on the Pennsylvania State Police Website for records of arrests and prosecutions (RAPs). FTMSA will **NOT** utilize a third-party or private entity to compile background reports or investigation reports to discover information relative to your credit history, medical history, financial records, educational records, residency history, or any other personal information. “Employment purposes” means evaluating you for hire at FTMSA. You are receiving this notice because you have received a conditional offer of employment from FTMSA contingent on your consent for FTMSA to complete a criminal background check for use in its final evaluation of your application.

In compliance with state and federal law, FTMSA will not share the results of any criminal background search with anyone outside the FTMSA Management team and will maintain confidentiality of any records received for a two (2) year period following FTMSA’s decision on your application, or until any alleged legal action with regard to FTMSA’s decision has been settled, at which point said records will be destroyed via secure means. FTMSA will consider only recent and/or repetitive convictions of any misdemeanor or felony that is relevant to the duties and responsibilities of, or suitability for, the position applicant seeks. Mere arrests without conviction and summary citations will **NOT** be considered for the purposes of your application evaluation. FTMSA will only perform criminal background searches on prospective applicants for hire and will not perform criminal background searches on current employees absent limited exceptions. Should any material be gleaned in your criminal background search that results in a determination by FTMSA that you are not suitable for this position, you will be notified in writing and provided an explanation.

AUTHORIZATION

By signing below, you acknowledge that you have reviewed and understand both the Notice and Authorization portions of this form, and that they are clear, conspicuous, and separate from any other documents you received in the course of your application with FTMSA. By signing below, you authorize and permit FTMSA to perform a criminal background check, and you further agree to provide all necessary demographical information to FTMSA for that purpose upon request. By signing below, you acknowledge that a fax, image, or copy of this authorization is as valid as the original. By signing below, you make this Notice and Authorization to be valid for the duration of your application or relationship with us.

Name (Print)

(Date)

(Sign)