

**DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION
(PLEASE READ CAREFULLY BEFORE SIGNING)**

To the employment applicant/employee:

As part of Norstan Communications, Inc. d/b/a Black Box Network Services ("Black Box") employment screening and selection process and/or due to customer requirements, a background investigation will be conducted on our job applicant/employee. The objectives of the investigation are to verify information provided on the employment application, your resume, via the interview process or on this form and to help solidify a good job match. Upon your written request, within a reasonable period of time, additional information as to the nature and scope of the report, if one is made, will be provided. In addition, if a report is made, you have the right to request the details of the report from the consumer-reporting agency.

If in California: If a consumer report will be initiated on you within 3 days, Black Box will give you a copy of this Disclosure. It includes important information about the scope and nature of the consumer report and summarizes *CA Civil Code Section 1786.22* as required by law. If the report is not initiated until a future date, you will be notified at that time. Regardless of when a report is initiated, you will automatically receive a copy of your report within 7 days of the report being provided to Black Box.

If in Illinois: An applicant/employee is not obligated to disclose sealed or expunged records of conviction or arrest.

If in Massachusetts : An applicant for employment/employee with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment/employee with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment/employee may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

The items of information requested below are needed to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner in making a hiring decision.

Print: Last Name, First, Middle: _____

I would like a copy of any report regarding me. Yes No

Drivers License No. _____ State _____

Social Security No. _____ Date of Birth _____

Home Addresses for the Past 7 Years: (FILL IN COMPLETELY)

Street Address	City	State/ Prov.	Zip/Postal Code	County	From: Mo./Yr.	To: Mo./Yr.

**DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION
(PLEASE READ CAREFULLY BEFORE SIGNING)**

I authorize Black Box and/or its agent(s) to investigate my background as it pertains to employment considerations and/or customer requirements. This may include investigations of employment history and performance, personal/professional references, education, licenses and information contained in public records, including criminal and driving records. I release all such persons and sources disclosing said information from any liability or damages on account of having furnished such information. A photostatic copy of this document may be substituted for the original.

Have you ever been convicted of a Felony? (Excluding sealed or expunged convictions) Yes No
If yes, please explain and include date and county/state of offence. _____

Have you been convicted of a misdemeanor in the last 5 years? Yes No
If yes, please explain and include date and county/state of offence. _____

Print: Last Name, First, Middle: _____
Other Names Used: _____ Year: _____

Applicant Signature _____ Date _____

INSTRUCTIONS:

All candidates that are interviewed should complete a Disclosure and Release of Information Authorization. Do not attach this page to Application for Employment. The completed form (of the offered applicant or employee) should be sent to the HR Business Partner. Human Resources or their authorized representative is responsible for requesting the investigation and managing the information received.