



Dear Security Applicant,

Thank you for your interest in DePaul Security. We appreciate you taking the time to apply for possible employment with us.

DePaul is a non-profit organization with a social mission of providing work opportunities for individuals with disabilities. This does not mean that you must have a disability to be a DePaul employee, but we have a hiring preference for those applicants who do have a documented disability.

Please recognize that employees are required to be at least 18 years old, go through a **criminal background check** that goes back ten years, successfully pass a pre-employment **drug test**, and provide proof of eligibility to work in the United States (verified through the Department of Labor's e-Verify system). Additionally, employees must not have been convicted of any of the attached DPSST disqualifiers within the last ten years (see attached for lifetime disqualifiers).

Throughout the application process there is no guarantee of any applicant review, employment hire, placement, training, specific hiring wage and/or site scheduling.

A DePaul Security representative will review each application and may contact you for further information. Consideration is based upon ability, past experience, and position availability. There is no guarantee that you will be contacted within a specific time frame. DePaul Security will keep your initial application on file for up to ninety (90) days.

Thank you for your interest in joining the DePaul team!!

Portland Branch
4950 NE MLK Jr. Blvd
Portland, OR 97211
Phone: **503.281.1289**
Fax: 503.284.0548

Salem Branch
627 Winter St. NE
Salem, OR 97301
Phone: **503.310.8613**
Fax: 877.767.2840

Eugene Branch
55 E. 10th Ave.
Eugene, OR 97401
Phone: **541.206.5055**
Fax: 541.338.8381



DePaul Industries Initial Contact Questionnaire

Name _____

Please complete the following questionnaire prior to being approved to apply for the pre-screen application process.

- | | YES | NO |
|---|--------------------------|--------------------------|
| • Have you ever been convicted of a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you ever been convicted of a misdemeanor? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you currently on parole? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you currently on probation? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have any restraining orders against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have any pending criminal court proceedings? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you ever been dismissed from a previous job? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you opposed to taking a drug screening test? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you opposed to taking a criminal background check? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you currently rely solely on public transport? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you only seeking fulltime employment? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you available for swing shifts? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you available for night shifts? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you need assistance with writing or speaking in English? | <input type="checkbox"/> | <input type="checkbox"/> |



DPSST PRIVATE SECURITY CRIMINAL DISQUALIFIERS

CRIMINAL HISTORY – Certain convictions DISQUALIFY you from being certified and you will not be allowed to work as a private security provider, under Oregon law. The attached criminal disqualifier list is provided for you to determine whether or not you want to apply. If you apply for certification or licensure and your criminal background check shows that you have been convicted of any of the below listed crimes or equivalent crimes in other jurisdictions your application will be disqualified. Please call DPSST at 503 378-8531 if you have any questions. NOTE: If you have history that you believe should have been “expunged” or removed from your record, but you do not **know** (proof in hand) that it was expunged or removed; you should verify your belief prior to applying. A crime is not removed from your record until you go through the formal process to have it removed. Believing a conviction was removed, or forgetting a conviction existed, is not a valid defense and your application for certification or licensure may be denied.

DPSST PRIVATE SECURITY CRIMINAL DISQUALIFIERS LIST

Person Felonies are in numerical statutory order and are **lifetime disqualifiers**.

- ORS 162.165 Escape I
- ORS 162.185 Supplying Contraband as defined in Crime Categories 6 and 7 (OAR 213-018-0070(1) and (2))
- ORS 163.095 Aggravated Murder
- ORS 163.115 Murder
- ORS 163.115 Felony Murder
- ORS 163.118 Manslaughter I
- ORS 163.125 Manslaughter II
- ORS 163.145 Negligent Homicide
- ORS 163.160(3) Felony Domestic Assault
- ORS 163.165 Assault III
- ORS 163.175 Assault II
- ORS 163.185 Assault I
- ORS 163.187(4) Felony Strangulation
- ORS 163.205 Criminal Mistreatment I
- ORS 163.207 Female Genital Mutilation
- ORS 163.208 Assaulting a Public Safety Officer
- ORS 163.213 Use of Stun Gun, Tear Gas, Mace I
- ORS 163.225 Kidnapping II
- ORS 163.235 Kidnapping I
- ORS 163.266 Trafficking in Persons
- ORS 163.275 Coercion as defined in Crime Category 7 (OAR 213-018-0035(1))
- ORS 163.355 Rape III
- ORS 163.365 Rape II
- ORS 163.375 Rape I
- ORS 163.385 Sodomy III
- ORS 163.395 Sodomy II
- ORS 163.405 Sodomy I
- ORS 163.408 Sexual Penetration I
- ORS 163.411 Sexual Penetration I
- ORS 163.425 Sexual Abuse II
- ORS 163.427 Sexual Abuse I
- ORS 163.465 Felony Public Indecency
- ORS 163.479 Unlawful Contact with a Child
- ORS 163.452 Custodial Sexual Misconduct in the First Degree
- ORS 163.525 Incest
- ORS 163.535 Abandon Child



ORS 163.537 Buying/Selling Custody of a Minor
ORS 163.547 Child Neglect I
ORS 163.670 Using Child In Display of Sexual Conduct
ORS 163.684 Encouraging Child Sex Abuse I
ORS 163.686 Encouraging Child Sex Abuse II
ORS 163.688 Possession of Material Depicting Sexually Explicit Conduct of Child I
ORS 163.689 Possession of Material Depicting Sexually Explicit Conduct of Child II
ORS 163.732 Stalking
ORS 163.750 Violation of Court's Stalking Order
ORS 164.075 Theft by Extortion as defined in Crime Category 7 (OAR 213-018-0075(1))
ORS 164.225 Burglary I as defined in Crime Categories 8 and 9 (OAR 213-018-0025(1) and (2))
ORS 164.325 Arson I
ORS 164.395 Robbery III
ORS 164.405 Robbery II
ORS 164.415 Robbery I
ORS 164.877(3) Tree Spiking (Injury)
ORS 166.070 Aggravated Harassment
ORS 166.087 Abuse of Corpse I
ORS 166.165 Intimidation I
ORS 166.220 Unlawful Use of a Weapon
ORS 166.275 Inmate In Possession of Weapon
ORS 166.385(3) Felony Possession of a Hoax Destructive Device
ORS 166.643 Unlawful Possession of Soft Body Armor as defined in Crime Category 6 (OAR 213-018-0090(1))
ORS 167.012 Promoting Prostitution
ORS 167.017 Compelling Prostitution
ORS 167.320(4) Felony Animal Abuse I
ORS 167.322 Aggravated Animal Abuse I
ORS 468.951 Environmental Endangerment
ORS 475.908 Causing Another to Ingest a Controlled Substance as defined in Crime Categories 8 and 9 (OAR 213- 019-0007 and 0008)
ORS 475.910 Unlawful Administration of a Controlled Substance as defined in Crime Categories 5, 8, and 9 (OAR 213-019-0007, 0008, and 0011)
ORS 609.990(3)(b) Maintaining Dangerous Dog
ORS 811.705 Hit and Run Vehicle (Injury)
ORS 813.010(5), Felony Driving Under the Influence of Intoxicants (as provided in OAR 213-004-0009); 2011 Or Laws ch 598, Felony Driving Under the Influence of Intoxicants (as provided in OAR 213-004-0009)
ORS 830.475(2) Hit and Run Boat
ORS 97.981 Purchase or Sale of a Body Part for Transplantation or Therapy
ORS 97.982 Alteration of a Document of Gift
Subjecting Another Person to Involuntary Servitude I ORS 163.264, and II ORS 163.422 ORS 166.149
Aggravated Vehicular Homicide
ORS 167.057 Luring a Minor
Online Sexual Corruption of a Child I ORS 163.433, and II 163.422
ORS 163.196 Aggravated Driving While Suspended or Revoked
ORS 475.840(6)(a) Manufacturing or Delivering a Schedule IV Controlled Substance Thereby Causing Death to a Person
SB 673 (2013) Purchasing Sex With a Minor; and attempts or solicitations to commit any Class A or Class B person felonies as defined herein.

NON-PERSON FELONIES

10-year disqualifiers

All other felonies in addition to the person felonies listed above.

PERSON CLASS A MISDEMEANORS are in numerical statutory order and are **10 year disqualifiers**, from the date of conviction.



ORS 162.315 Resisting Arrest
ORS 163.160 Assault IV
ORS 163.187 Strangulation
ORS 163.190 Menacing
ORS 163.195 Recklessly Endanger Another
ORS 163.200 Criminal Mistreatment II
ORS 163.212 Use of Stun Gun, Tear Gas, Mace II
ORS 163.415 Sexual Abuse III
ORS 163.454 Custodial Sexual Misconduct in the Second Degree
ORS 163.465 Public Indecency
ORS 163.467 Private Indecency
ORS 163.476 Unlawfully Being in a Location Where Children Regularly Congregate
ORS 163.545 Child Neglect II
ORS 163.575 Endanger Welfare of Minor
ORS 163.687 Encouraging Child Sex Abuse III
ORS 163.700 Invasion of Personal Privacy
ORS 163.709 Unlawfully Directing a Laser Pointer
ORS 163.732(1) Stalking
ORS 163.750(1) Violating Court's Stalking Order
ORS 165.572 Interfering with Making a Police Report
ORS 166.065(4) Harassment/Offensive Sexual Contact
ORS 166.155 Intimidation II
ORS 166.385(2) Misdemeanor Possession of a Hoax Destructive Device
ORS 475.986(1)(d) Unlawful Administration of a Controlled Substance
ORS 609.990(3)(a) Maintaining Dangerous Dog
ORS 813.010, Driving Under the Influence of Intoxicants (as provided in OAR 213-004-0009)
ORS 167.054 Furnishing Sexually Explicit Material to a Child; and attempts or solicitations to commit any Class C person felonies as defined in section (14) of this rule.

ADDITIONAL MISDEMEANORS

10-year disqualifiers, from the date of conviction.

161.405(2)(d) (Attempt to Commit a Class C Felony or Unclassified Felony)
161.435(2)(d) (Solicitation of a Class C Felony)
161.450(2)(d) (Conspiracy to Commit a Class A misdemeanor)
162.075 (False Swearing)
162.085 (Unsworn Falsification)
162.145 (Escape III)
162.235 (Obstructing Governmental or Judicial Administration)
162.247 (Interfering with a Peace Officer)
162.295 (Tampering with Physical Evidence)
162.335 (Compounding a Felony)
162.365 (Criminal Impersonation)
162.369 (Possession of a False Law Enforcement Identification Card)
162.375 (Initiating a False Report)
162.385 (Giving False Information to Police Officer for a Citation or Arrest on a Warrant)
162.415 (Official Misconduct I)
163.435 (Contributing to the Sexual Delinquency of a Minor)
164.043 (Theft III)
164.045 (Theft II)
164.125 (Theft of Services)
164.140 (Criminal Possession of Rented or Leased Personal Property)
164.235 (Possession of Burglar's Tools)
164.255 (Criminal Trespass I)
164.265 (Criminal Trespass while in Possession of a Firearm)
164.335 (Reckless Burning)



- 164.354 (Criminal Mischief II)
- 164.369 (Interfering with Police Animal) 164.377(4) (Computer Crime)
- 165.007 (Forgery II)
- 165.055(4)(a) (Fraudulent Use of a Credit Card)
- 165.065 (Negotiating a Bad Check)
- 165.570 (Improper Use of Emergency Reporting System)
- 166.116 (Interfering with Public Transportation)
- 166.240 (Carrying of Concealed Weapons)
- 166.250 (Unlawful Possession of Firearms)
- 166.350 (Unlawful Possession of Armor Piercing Ammunition)
- 166.425 (Unlawful Purchase of Firearm)
- 167.007 (Prostitution)
- 167.062 (Sadomasochistic Abuse or Sexual Conduct in a Live Show)
- 167.075 (Exhibiting an Obscene Performance to a Minor)
- 167.080 (Displaying Obscene Material to Minors)
- 167.262 (Adult Using Minor in Commission of Controlled Substance Offense)
- 167.320 (Animal Abuse I)
- 167.330 (Animal Neglect I)
- 471.410 (Providing Liquor to a Person Under 21 or Intoxicated Person) 807.620 (Giving False Information to a Police Officer/Traffic)
- 811.540(3)(b) (Fleeing or Attempting to Elude Police Officer) Any crime with similar elements in any other jurisdiction.

CRIMES OF DOMESTIC VIOLENCE **10-year disqualifiers**

Any misdemeanor crime of domestic violence as defined in statute.

DRUG-RELATED MISDEMEANORS/FELONIES **10-year disqualifiers**

All drug-related offenses above violation level.

ANY MISDEMEANOR ARISING FROM CONDUCT WHILE ON DUTY AS A PRIVATE SECURITY PROVIDER - 10-year disqualifier.

THIS LIST IDENTIFIES THE NAME OF THE CRIME AND THE STATUTE NUMBER UNDER OREGON LAW. EQUIVALENT CRIMES COMMITTED IN ANY OTHER JURISDICTION (INCLUDING THE MILITARY) OR AS A JUVENILE CARRY THE SAME PERIOD OF DISQUALIFICATION.

Discretionary Grounds for Denying, Suspending, or Revoking Private Security Certification or Licensure

The Department may deny or revoke the certification or licensure of any applicant or private security provider after written notice and hearing, if requested, upon finding that an applicant or private security provider:

Fails to meet the minimum standards for certification or licensure as a private security provider as defined in OAR 259-060-0020;

Has falsified any information submitted on the application for certification or licensure or any documents submitted to the Department pertaining to private security certification or licensure;

Has violated any of the temporary assignment provisions of OAR 259-060-0120(1);

Has failed to submit properly completed forms or documentation in a time frame as designated by the Department;



Has failed to pay a civil penalty or fee imposed by the Department when due;

Has failed to comply with any provisions found in the Act or these rules; or

Lacks moral fitness. For the purposes of this standard, the Department, through the Policy Committee and Board, has defined lack of moral fitness as:

Dishonesty. Lack of honesty includes, but is not limited to, untruthfulness, dishonesty by admission or omission, deception, misrepresentation or falsification;

Lack of Good Character. Lack of good character includes, but is not limited to, failure to be faithful and loyal to the employer's charge and failure to use discretion and compassion;

Mistreatment of Others. Mistreatment of others includes, but is not limited to, violating another person's rights and failure to respect others;

Lack of Public Trust. Failure to maintain public trust and confidence includes, but is not limited to, acting in an unlawful manner or not adhering to recognized industry standards; or

Lack of Respect for the Laws of this State or Nation. Lack of respect for the laws of this state and nation includes a pattern of behavior which leads to three or more arrests or convictions within a ten-year period prior to application or during certification or licensure.

I have read the DPSST criminal background disqualifiers list and confirm that none of the listed disqualifiers apply to my personal history.

I understand that any disqualifiers which may be found as a result of a background check may result in my immediate disqualification from employment consideration.

Print Name _____

Signature _____

Date _____



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POSITION DESCRIPTION

POSITION TITLE:	Security Officer
DEPARTMENT:	Security
REPORTS TO:	Security Supervisor
FLSA STATUS:	Non-Exempt
CREATION/REVISION DATE:	07/30/18; 10/04/2016

This position statement outlines what is expected of a DePaul Industries team member functioning in this role. All DePaul positions are required to align their activities and decisions with the company Mission of helping people with disabilities have the opportunity to work.

If at any time an employee needs accommodation to execute the functions and/or physical activities of the position, they must contact their supervisor or the Human Resources department.

PRIMARY PURPOSE:

Provide unarmed security services at DePaul Security contracted sites.

ESSENTIAL FUNCTIONS:

- Observe, monitor and report flow of visitors and clients on customer's property as per contract. Provide appropriate control of access to premises.
- Read and follow Post Orders of assigned site.
- Perform all work at any or all DePaul Security contract sites to assure customer satisfaction.
- Observe and report to authorities any unlawful or inappropriate activity as per contract.
- Provide protection for individuals and property at each site assigned.
- Ensure safety of people at assigned site.
- Manage emergency situations and report to authorities as appropriate.
- Maintain appropriate documentation of all security tours and any incident reports that may result.

OTHER FUNCTIONS:

- Other duties as assigned.

REQUIRED WORKFORCE COMPETENCIES:

- Embrace/foster new questions, change, and innovation within the workplace.
- Seek new ways to collaborate and cooperate with departmental employees, co-workers, and other business partners to achieve outcomes that benefit the organization and its customers.
- Communicate in a clear and transparent manner with all organizational team members.
- Consistently execute duties and decisions in a timely and efficient manner.
- Approach workplace decisions from a customer service point-of-view, actively eliciting the needs of external, as well as internal, customers.
- Continually look for opportunities to improve, to acquire new knowledge and skills, and participate in workplace training opportunities.
- Act professionally at all times. Ensure that tone of voice, language, appearance, and conversations are office-appropriate.
- Accept responsibility for the execution of essential functions and be accountable for all actions.
- Demonstrate through actions and work-product that Safety and Workers' Compensation initiatives are of utmost importance.

SKILLS & PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Read and comprehend English language. Write and speak clearly in the English language (safety consideration require demonstrable ability to communicate to ensure safety of customer/clients).
- Working knowledge of basic math, English grammar, writing, and spelling.
- Able to respond to emergency situations quickly and appropriately.



- Use telephone without the use of TDD.
- Stand and/or sit for extended periods of time, up to eight hours per day on all types of ground and flooring.
- Able to climb stairs; walk up to eight miles per day; and perform occasional bending, stooping, twisting, and reaching.
- Must be able to lift, carry, push or pull up to 25 lbs on an occasional basis and 75 lbs. on a rare basis.
- Able to work flexible hours and/or late night hours or weekends as needed.
- Convey and receive detailed or important instructions or information.
- Meet requirements for appearance, grooming and hygiene.
- Have excellent interpersonal skills, and be able to work effectively with people of diverse backgrounds.
- Able to diffuse situations using communication skills.
- Able to handle rejection, change and varied work assignments/locations/conditions.
- Deal with and maintain a high degree of confidentiality.
- Able to prepare accurate information under absolute deadlines.
- Able to work in a team environment.
- Represent the agency to customers and vendors in a professional manner.
- Follow all lawful post orders, officer handbook protocols, written/verbal commands and requests.
- Able to represent the organization to customers and vendors in a professional manner.

SPECIALIZED EQUIPMENT THAT IS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Cell phone

MINIMUM EDUCATION AND EXPERIENCE:

- Must have, or will obtain Oregon State DPSST (training offered to suitable applicants) in addition to the abilities that would demonstrate the knowledge and skills needed to meet the requirements of the position.

.....
I acknowledge by my signature below that I have read and understand the above description of the position duties. In addition, my signature affirms that I am able to perform the duties of the position at this time without accommodation. In the future, should I need accommodation to fulfill the duties listed above I will speak to my supervisor or the Human Resources department.

Employee Name (Printed): _____

Employee Name (Signature): _____

Date: _____



SECURITY APPLICATION

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone		E-mail Address	
Date Available			Desired Salary
Position Applied for		How did you hear about this position?	
Emergency Contact			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for DePaul Industries?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

EDUCATION			
High School		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
LANGUAGES SPOKEN		English – Fluent Yes <input type="checkbox"/> No <input type="checkbox"/>	Spanish – Fluent Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Fluent Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES			
<i>Please list three professional references.</i>			
Full Name	Relationship	Years known	
Company		Phone ()	
Address			
Full Name	Relationship	Years known	
Company		Phone ()	
Address			
Full Name	Relationship	Years known	
Company		Phone ()	
Address			



PREVIOUS EMPLOYMENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

HAVE YOU EVER BEEN DPSST CERTIFIED?

YES <input type="checkbox"/>	PSID #	Expiration date	Trained by
NO <input type="checkbox"/>	Armed <input type="checkbox"/>	Unarmed <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE

I certify that I have not knowingly withheld any information on this form. I understand that any misrepresentations or material omissions will result in my being eliminated from further consideration. My signature below also certifies that I know if I am accepted for employment, any misrepresentation or material omission on this form could result in the immediate termination of my employment.

I understand that I will be required to provide documents which establish and verify my identity, my authorization to work in the United States, as well as any statements that I have made on this form. I agree, if appropriate to the job I am seeking, to provide these documents if hired.

Lastly, my signature below serves as acknowledgement of the fact that DePaul is an at-will employer, which simply means that both the Company and I have the right to end the employment relationship at any time, with or without notice and with or without cause. Neither this form, nor any other verbal or written representation made during this application process can be considered a contract of employment for any specific period of time.

Signature	Date
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INITIAL QUESTIONS

Name: _____

1. Reviewing your job history, what have you done or what skills do you possess that qualifies you for the position of security officer?
2. What do you see as your best asset at work? Do you possess any special skills?
3. What will your current or past supervisors say about your job performance?
4. What characteristics do you believe are most important for supervisors or managers in the security industry/workplace?
5. What do you see as your weakness at the work place?
6. Do you prefer sites with people contact or sites with little or no people contact?
7. Have you ever been suspended or terminated from a job for cause? Provide details:



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Background Check Authorization & Fair Credit Act Statement

I understand that DePaul Industries (its subsidiaries and affiliated companies, collectively referred to as “DePaul”) will obtain a consumer report and/or investigative consumer report (“report”) as part of the hiring process. I also understand that if hired, to the extent permitted by law, DePaul may obtain further reports so as to update, renew or extend my employment.

I understand this background investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law.

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively “Summaries of Rights”).

This consent will not affect my ability to question or dispute the accuracy of any information contained in a background report. I understand if DePaul makes a conditional decision to disqualify me based all or in part on my report, I will be provided with a copy of the report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the report, I must notify DePaul within five business days of my receipt of the Report that I am challenging the accuracy.

I hereby consent to this investigation and authorize DePaul to procure a report on my background.

I further understand that DePaul will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution.

Applicant Signature: _____ **Date:** _____

Last Name First Name Middle Name or Initial

Date of Birth (mm/dd/yyyy) Social Security # Drivers' License # State

Female Male _____

List other names known by (incl. maiden names, etc.).

Email Address Telephone Number

Current Street Address

City, State Zip Code # of Years at this Address

Continued on Page 2





Residence History (past 7 years)

1)

Applicant Name

Previous Street Address

City, State, Zip Code

of Years at this Address

2)

Applicant Name

Previous Street Address

City, State, Zip Code

of Years at this Address

3)

Applicant Name

Previous Street Address

City, State, Zip Code

of Years at this Address

4)

Applicant Name

Previous Street Address

City, State, Zip Code

of Years at this Address

5)

Applicant Name

Previous Street Address

City, State, Zip Code

of Years at this Address



Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.ftc.gov/credit.
- **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 1-888-5-OPTOUT (1-888-567-8688).
- **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.ftc.gov/credit.

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. Federal enforcers are:



TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below Federal Trade Commission:	Consumer Response Center- FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051