

# HOW TO START AND COMPLETE YOUR APPLICATION

CORPORATE  
INVESTIGATIONS, INC.

# My Applications

The screenshot shows the 'Home' page of the Corporate Investigations, Inc. Applicant Portal. The page has a dark header with the company name and navigation links for 'Main' and 'Account'. Below the header is a 'Home' section with a breadcrumb trail 'CII Portal → Home → Main'. The main content area is titled 'My Applications' and contains a welcome message. A highlighted box for the 'Fair Credit Reporting Act (FCRA) Summary of Rights' includes two buttons: 'View FCRA in English' and 'View FCRA in Spanish'. At the bottom, a table lists applications with columns for Organization, Application, Accepted On, Completed On, and Status.

| Organization                   | Application                       | Accepted On | Completed On | Status      |
|--------------------------------|-----------------------------------|-------------|--------------|-------------|
| CORPORATE INVESTIGATIONS, INC. | <a href="#">Start Application</a> | 12/16/2021  |              | Not Started |

Once you have logged in you will need to download and view the FCRA Summary of Rights before starting the Application process.

## Fair Credit Reporting Act (FCRA) Summary of Rights

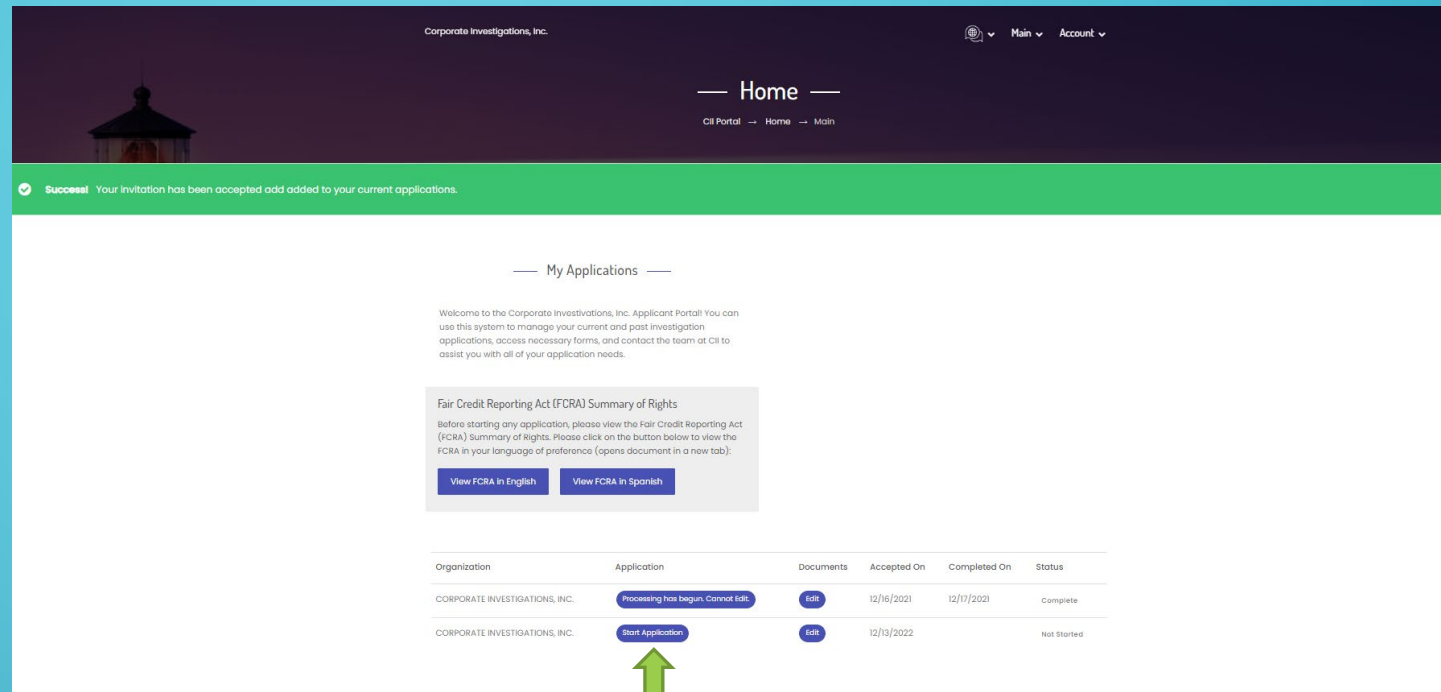
Before starting any application, please view the Fair Credit Reporting Act (FCRA) Summary of Rights. Please click on the button below to view the FCRA in your language of preference (opens document in a new tab):

[View FCRA in English](#)[View FCRA in Spanish](#)

**Click Start Application**

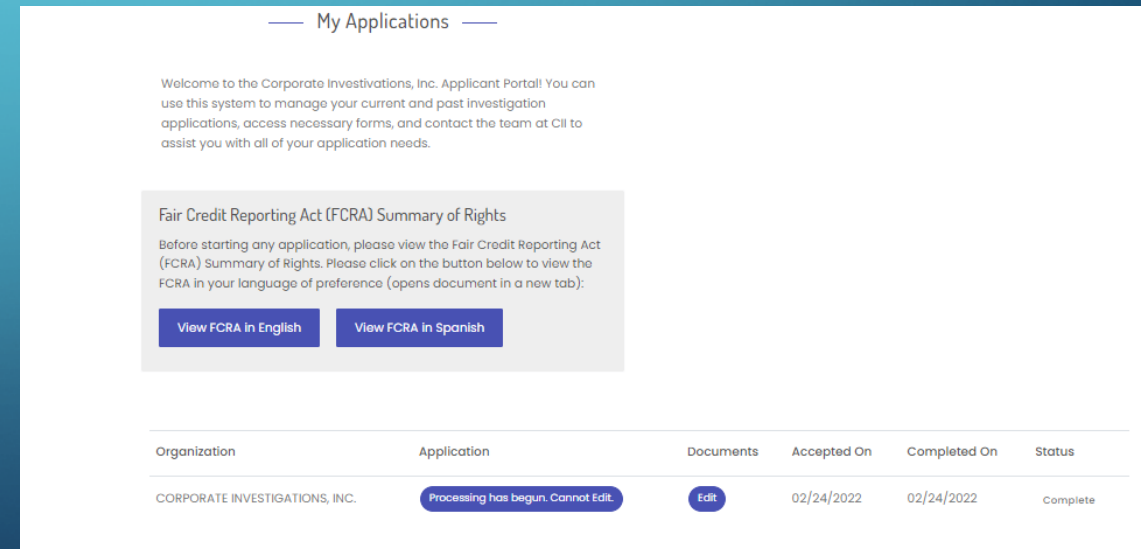
| Organization                   | Application                       | Accepted On | Completed On | Status      |
|--------------------------------|-----------------------------------|-------------|--------------|-------------|
| CORPORATE INVESTIGATIONS, INC. | <a href="#">Start Application</a> | 12/16/2021  |              | Not Started |

If a background screening has been processed for you in the past by Corporate Investigations, your screen may look like this. Click the **Start Application** to begin your new background screening.



**Please note:** If only the previous background screening is available, the invitation code did not register. Sign out of your account then go back to the invitation email you received and click on the link that includes the invitation code. At the Sign Up page, click **Already have an account? Sign in now!**

(Also see - How To Accept An Invitation)





# Complete your Background Check Application in 3 Easy Steps:

Step 1: Complete Your Profile

Step 2: Fill Out Your Application

Step 3: Disclosures and Submissions

Corporate Investigations, Inc. 🌐 Main Account

## — Your Application —

CII Portal → Applicant

Complete your Background Check Application in 3 Easy Steps:

**Step 1: Complete Your Profile**

Enter personal information, identifying data, and let us know how we can contact you during the process.

**Update your Profile**

**Step 2: Fill Out Your Application**

Provide us with information on your history and employment required for the background check process.

**Edit Application**

**Step 3: Disclosures and Submissions**

Read about your rights, download relevant forms, and submit your application for processing.

**Authorize and Submit**

**Start Here**

## Step 1: Complete Your Profile

Click check box to confirm that FCRA documents have been reviewed

**Your Personal Profile**

**Personal Information**

☒ Check this box if you have reviewed the Fair Credit Reporting Act (FCRA) documents made available to you on the applicant home page. You must check this box to continue with the application process.

Salutation  
Mr.

First Name  
NICKOLAS

Middle Name  
Middle Name

Last/Family Name  
BURKHARDT

Suffix  
Suffix

Email Address  
lynnc.demo@gmail.com

Home Phone  
412-555-4746

Position Applying For  
Police Chief

Social Security Number (SSN) or Tax Identification Number (TIN)  
000-00-0000

Gender  
Male

☒ Check this box if you have no middle name.

Date of Birth  
06/18/1982

☐ Check Here if you do not have a SSN/TIN

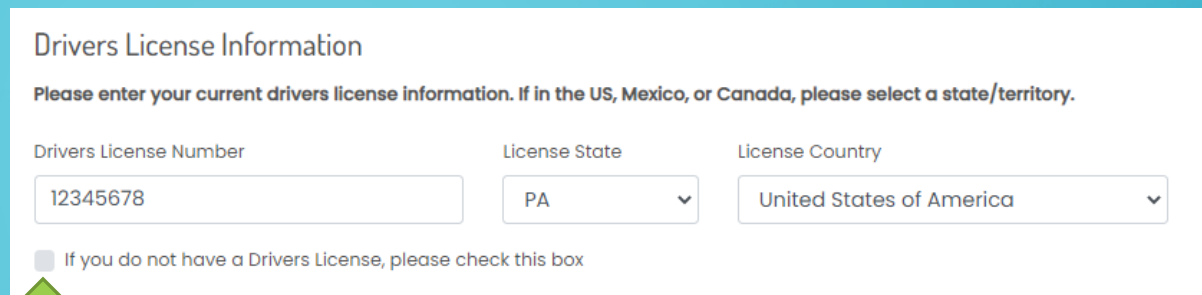
Click check box if you do not have a middle name

**Tip:** When using the calendar selector, select Year of birth first to avoid an error

Click this check box if you do not have SSN/TIN

## Drivers License Information

Enter your driver's information as it appears on the license.



Drivers License Information

Please enter your current drivers license information. If in the US, Mexico, or Canada, please select a state/territory.

Drivers License Number: 12345678

License State: PA

License Country: United States of America

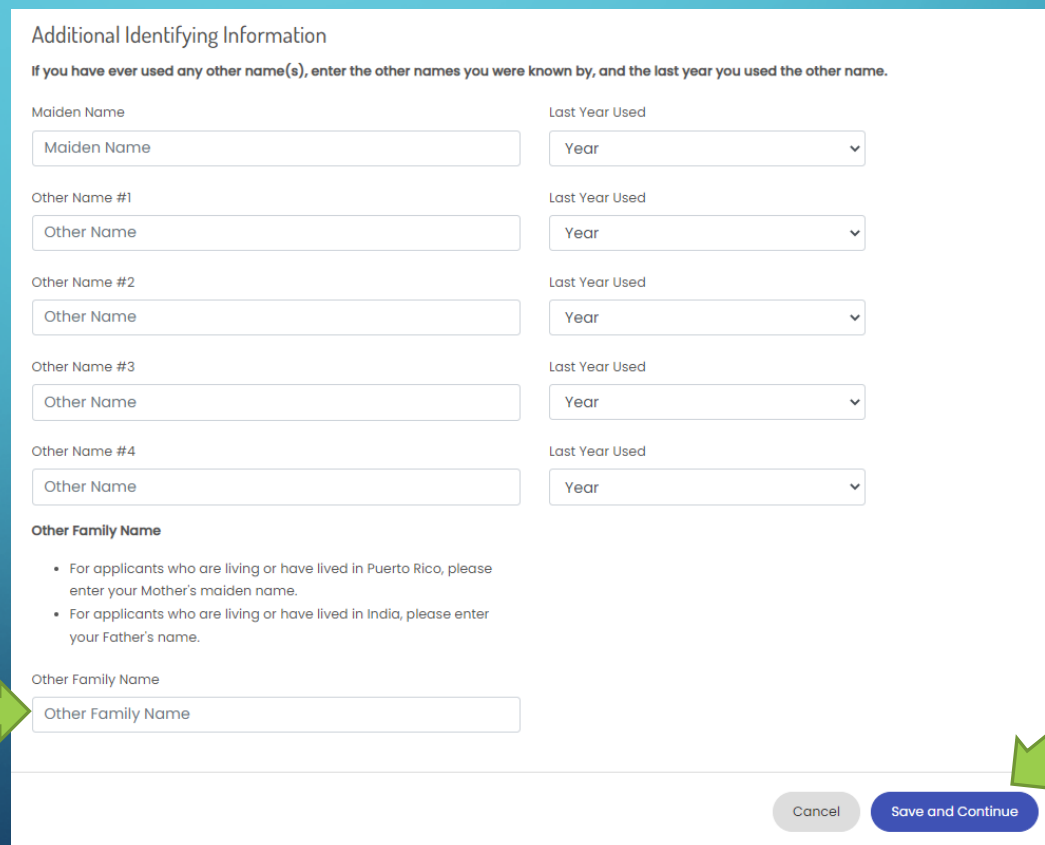
☐ If you do not have a Drivers License, please check this box



Click the check box if you do not have a driver's license

## Additional Identifying Information

Enter any additional last names used and the last year they were used.



Additional Identifying Information

If you have ever used any other name(s), enter the other names you were known by, and the last year you used the other name.

Maiden Name: Maiden Name Last Year Used: Year

Other Name #1: Other Name Last Year Used: Year

Other Name #2: Other Name Last Year Used: Year

Other Name #3: Other Name Last Year Used: Year

Other Name #4: Other Name Last Year Used: Year

Other Family Name

- For applicants who are living or have lived in Puerto Rico, please enter your Mother's maiden name.
- For applicants who are living or have lived in India, please enter your Father's name.

Other Family Name: Other Family Name

Cancel Save and Continue



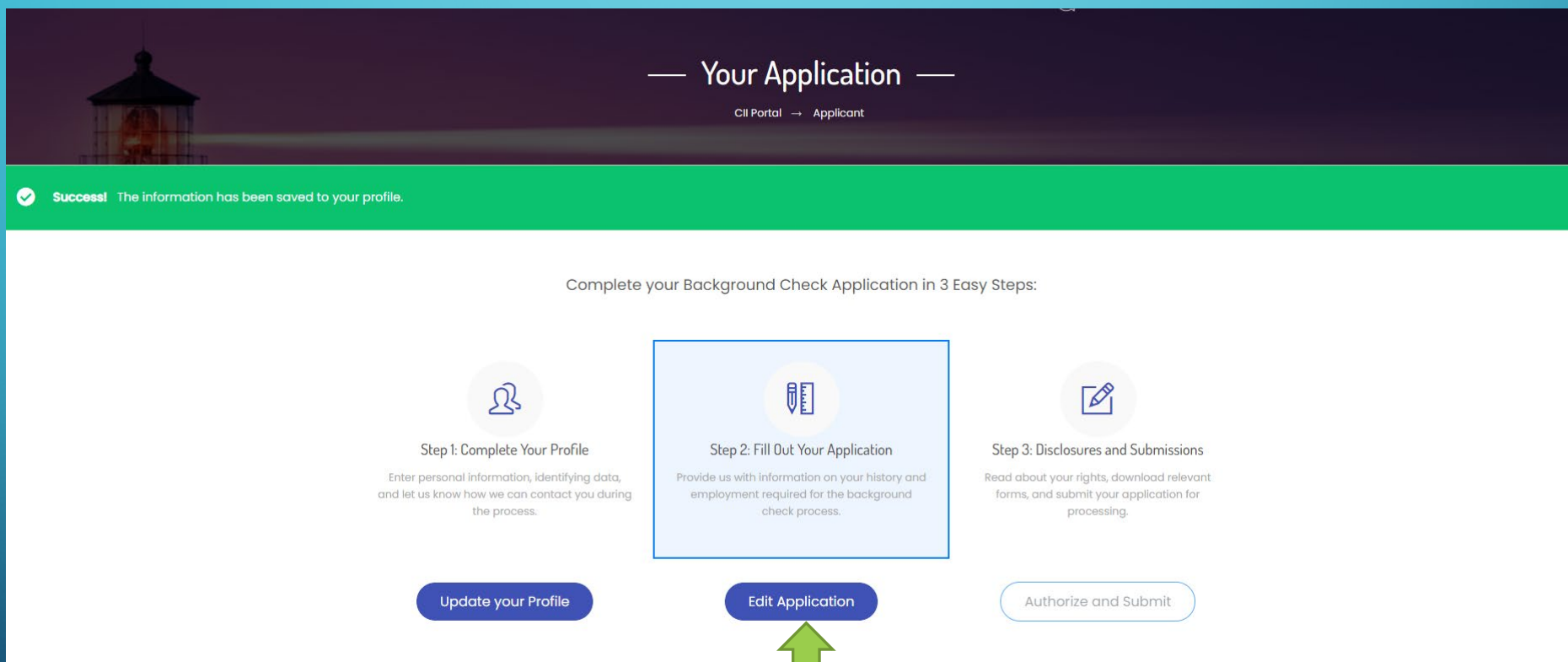
Enter the appropriate family name needed to process criminal searches in Puerto Rico and India.

Click Save and Continue once all information has been entered.



After you have successfully completed and saved your **Personal Information** you will be taken back to **Your Application** page to begin

## Step 2: Fill Out Your Application




— Your Application —

CII Portal → Applicant


✓ **Success!** The information has been saved to your profile.

Complete your Background Check Application in 3 Easy Steps:




**Step 1: Complete Your Profile**  
Enter personal information, identifying data, and let us know how we can contact you during the process.

Update your Profile



**Step 2: Fill Out Your Application**  
Provide us with information on your history and employment required for the background check process.

Edit Application



**Step 3: Disclosures and Submissions**  
Read about your rights, download relevant forms, and submit your application for processing.

Authorize and Submit

Click **Edit Application** to begin Step 2



**Note:** If at any time you need to stop before completing the application, simply log back into the website with the login create during the initial account set up and *click* **Edit Application.**

Home

CII Portal → Home → Main

My Applications

Welcome to the Corporate Investigations, Inc. Applicant Portal! You can use this system to manage your current and past investigation applications, access necessary forms, and contact the team at CII to assist you with all of your application needs.

Fair Credit Reporting Act (FCRA) Summary of Rights

Before starting any application, please view the Fair Credit Reporting Act (FCRA) Summary of Rights. Please click on the button below to view the FCRA in your language of preference (opens document in a new tab):

View FCRA in English

View FCRA in Spanish

| Organization                   | Application                 | Accepted On | Completed On | Status      |
|--------------------------------|-----------------------------|-------------|--------------|-------------|
| CORPORATE INVESTIGATIONS, INC. | <div>Edit Application</div> | 12/16/2021  |              | In Progress |



# Current and Past Addresses

Enter your address history for the required time period. If you have not lived at your current address for the entire time requested, click Add Past Address.

Application Process:

1. Addresses

2. Education

3. Employment

4. Licenses/Certs.

5. References

6. Resume/Files

7. Summary/Review

Need to update your name or other personal information? Click here to go back to Step 1

Address History

Cli Portal → Applicant → Addresses

Current and Past Addresses

Please enter current and past addresses for the last 7 years. Please enter as much information as possible to ensure accurate reporting and results. Incomplete or incorrect address information may result in a rejected application.

Present Home Address

Clear Data

Address Line 1 (Full Street Address)

123 Portland Street

Address Line 2 (Apt/Suite/Other)

Apt 103

Country

United States of America

State

Pennsylvania

City

Pittsburgh

Zip Code/Postal Code

15220

From Date (mm/yyyy)

10/2020

Add Past Address

Cancel

Save and Continue >

Note: An error message will appear if **Save and Continue** is clicked without the complete required time period.

From Date (mm/yyyy),

10/2020

You must submit records for the last 7 years

Continue entering your Past Addresses until full address history has been added and then *click Save and Continue.*

City: Washington, Zip Code/Postal Code: 15301

From Date (mm/yyyy): 01/2015, To Date (mm/yyyy): 05/2016

**Past Home Address** Clear Data Delete

Address Line 1 (Full Street Address): 5 Glamis Ave

Address Line 2 (Apt/Suite/Other): Address Line 2

Country: United States of America, State: Oregon

City: Portland, Zip Code/Postal Code: 97210

From Date (mm/yyyy): 09/2000, To Date (mm/yyyy): 12/2014

Add Past Address Cancel Save and Continue >

City: Pittsburgh, Zip Code/Postal Code: 15220

From Date (mm/yyyy): 10/2020, To Date (mm/yyyy): 09/2020

**Past Home Address** Clear Data Delete

Address Line 1 (Full Street Address): 577 Strathmore Ave.

Address Line 2 (Apt/Suite/Other): Address Line 2

Country: United States of America, State: Pennsylvania


City: Bridgeville, Zip Code/Postal Code: 15017

From Date (mm/yyyy): 05/2016, To Date (mm/yyyy): 09/2020

You must submit records for the last 7 years

**Note:** An error will show until the required address history is provided.

After you have successfully completed the Address History section you will start entering your Education information.



Education

Cll Portal → Applicant → Education

✓ Success! The information has been saved to your profile.

Application Process:

- 1. Addresses
- 2. Education
- 3. Employment
- 4. Licenses/Certs.
- 5. References
- 6. Resume/Files
- 7. Summary/Review

Need to update your name or other personal information? Click here to go back to Step 1

Education History

Please enter information regarding your education history, including data on your high school attendance, GED testing, college attendance, and degrees attained. Professional certifications and licenses can be entered in the next section of the application.

☐ Please check this box if you **did not** attend college.

College/University

Clear Data

Name of College/University

Name of College/University

Attendance Start Date (mm/yyyy)

Attendance End Date (mm/yyyy)

Major

Major

Degree Type

Degree Type

Other Degree Type (if not listed)

Other Degree

Degree Received On (mm/yyyy)

☐ Check this box if you did not complete or receive a degree from this college.

Country

State

City



# Education History

## College

Click check box if you did not attend a College/University

Click to add any additional Colleges/Universities that you attended.

### Education History

Please enter information regarding your education history, including data on your high school attendance, GED testing, college attendance, and degrees attained. Professional certifications and licenses can be entered in the next section of the application.

☐ Please check this box if you **did not** attend college.

#### College/University

Clear Data

Name of College/University

Oregon State University

Attendance Start Date (mm/yyyy)

09/2000

Attendance End Date (mm/yyyy)

06/2004

Major

Criminal Law

Degree Type

Bachelors

Other Degree Type (if not listed)

Other Degree

Degree Received On (mm/yyyy)

06/2004

☐ Check this box if you did not complete or receive a degree from this college.

Country

United States of America

State

Oregon

City

Portland

Please list alternate names used during your time at this college/university if they are different from your current name:

Alternate First Name

Alternate First Name

Alternate Last Name

Alternate Last Name

Add College/University Entry

Click check box if a degree was not received.



## High School

Check this box if you **did not** attend high school OR if you entered in college/university information above and lower-level education is not required.

☐ Please check this box if you **did not** attend high school OR if you entered in college/university information and wish not to enter lower-level education.

### High School

Clear Data

*If you have received a GED and did not graduate from a high school, please enter your GED information at the bottom of this page.*

High School Name

Chartiers Valley High School

Attendance Start Date (mm/yyyy)

08/1996

Attendance End Date (mm/yyyy)

06/2000

Diploma Received On (mm/yyyy)

06/2000

☐ Check this box if you did not complete or receive a diploma from this school.

Country

United States of Americc ▼

State

Pennsylvania ▼

City

Bridgeville

*Please list alternate names used during your time at this high school if they are different from your current name:*

Alternate First Name

Alternate First Name

Alternate Last Name

Alternate Last Name

Click check box if a diploma was not received.

# GED

GED

Clear Data

Date GED Received

☒ Check this box if you **did not** receive a GED.

Testing Location

Country

State

City

Please list alternate names used during your time at this high school if they are different from your current name:

Alternate First Name

Alternate Last Name

Add College/University Entry

Cancel

Save and Continue >

**Note:** If a GED was received, uncheck the box and complete the requested information.

*Check this box if you **did not** receive a GED is checked by default.*

**Click Save and Continue**  
once section is completed.

# Employment History

Click check box if you do not have sufficient employment history or there are gaps\* in your employment history

Click check box if you do not have any employment history.

## Employment History

History of current and past employment. Please list your most recent first. If you are currently working in a position, do not list an end date. Please include any military service.

☐ This application requires employment history for the last 7 years. **Check this box if you do not have sufficient employment history or gaps in your employment history.**

☐ Check this box if you have no employment history.

**\*Please note:** If you are not employed, this would be considered a gap in the employment history.

The employment history needs to have a consistent flow of dates. If there is any time, no matter how short, is consider a gap.

Example:

01/2019 – 03/2022; 04/2022 – 01/2023 (no gap)

01/2019 – 03/2022; 05/2022 – 01/2023 (gap)



Click check box if OK to contact present employer

Position Clear Data

Company Name  
PORTLAND POLICE BUREAU

☒ May we contact this employer?

Phone 412-555-7723 Fax 412-555-7723 Email sean\_renaird@pdxpd.com

Street Address  
SOUTH PRECINCT

Country, United States of America State Pennsylvania

City PITTSBURGH Postal Code 15220

Position Held by Applicant  
DETECTIVE

Supervisor First Name SEAN Supervisor Last Name RENAIRD

Supervisor Title  
CAPTIAN

Employment Start Date (mm/yyyy) 05/2017 Employment End Date (mm/yyyy) --/--  
You must submit records for the last 7 years Leave blank if still employed

Reason for Leaving  
STILL EMPLOYED

**Please Note:** If you do not have enough employment history, check the appropriate box at the top of this page indicating that you are unable to supply the minimum number of years of employment history.

Add Employment Cancel Save and Continue >

Notice that a 7 year employment history has not been entered.

The date fields will stay red until the required date range of employment history have been entered.

Click to add additional employment information.

Click **Save and Continue** if you do not have additional employments or once you've previous employments have been entered.



# Professional Licenses and Certifications

Click check box if you do not have any licenses or certifications.



Professional Licenses and Certifications

Please enter any professional licenses and certifications that you have obtained. Please indicate the name of the professional licensing/certification body along with the address of the issuer.

☒ Check this box if you have no licenses or certifications.

**License/Certification** Clear Data

License/Certification Name

License/Certification Number  Date Issued/Received

Issuing Location

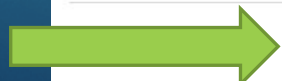
Country,  State

Issuer City

Please list alternate names on this professional license/certification if they are different from your current name:

Alternate First Name  Alternate Last Name

Click here if you have additional licenses/certifications.



Click **Save and Continue** once you have completed the Professional Licenses and Certifications section.



# References

Click check box if you do not have References to enter

Please provide references that can confirm the information provided to us. For each reference, indicate they company they work for, their phone number, address, and email address.

You must list from 2 to 3 professional reference(s)

☐ Please check this box if you **do not** have any references.

## Reference

Clear Data

Salutation

Mr.

First Name

HANK

Last Name

GRIFFIN

Home Phone

412-555-2098

Work Phone

412-555-7723

Ext

Ext

Company Name

PORTLAND POLICE BUREAU

Reference's Job Title

DETECTIVE

Reference Type

Professional

Years Known

10

Country

United States of America

State

Pennsylvania

City

PITTSBURGH

Email Address

hank.griffin@pdxpd.com

Click to add additional References.

Add Reference

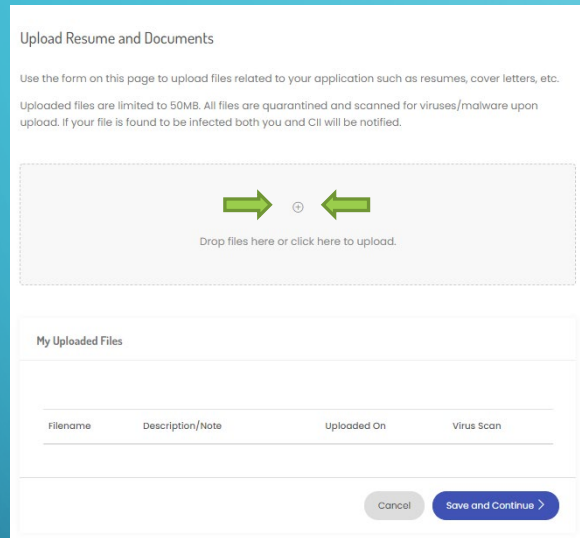
Cancel

Save and Continue >

Click **Save and Continue** once you have completed the References section.

# Upload Resume and Documents

Uploading a document can be done one of two ways.



Upload Resume and Documents

Use the form on this page to upload files related to your application such as resumes, cover letters, etc.

Uploaded files are limited to 50MB. All files are quarantined and scanned for viruses/malware upon upload. If your file is found to be infected both you and CII will be notified.

Drop files here or click here to upload.

My Uploaded Files

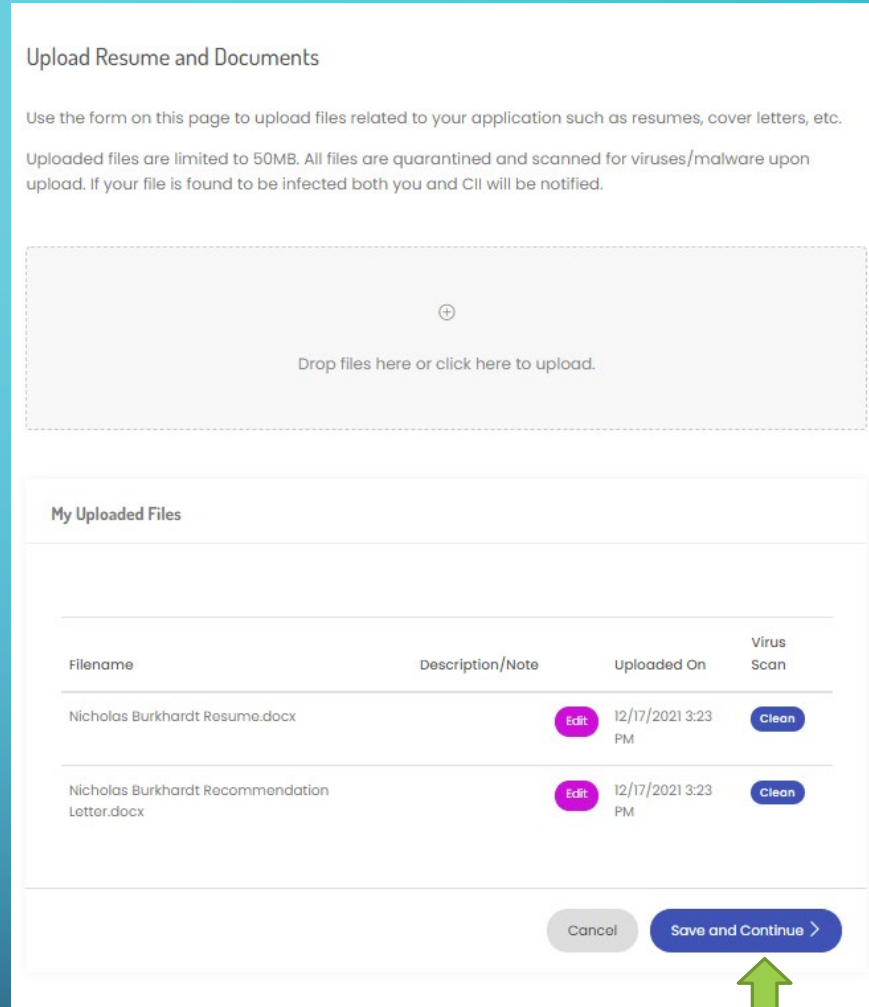
| Filename                                      | Description/Note | Uploaded On        | Virus Scan |
|---|------------------|--------------------|------------|
| Nicholas Burkhardt Resume.docx                |                  | 12/17/2021 3:23 PM | Clean      |
| Nicholas Burkhardt Recommendation Letter.docx |                  | 12/17/2021 3:23 PM | Clean      |

Cancel Save and Continue >

❖ Drag the file directly on to the grey rectangle

OR

❖ Click the + in the center of the grey rectangle and select the file from its location on you computer.



Upload Resume and Documents

Use the form on this page to upload files related to your application such as resumes, cover letters, etc.

Uploaded files are limited to 50MB. All files are quarantined and scanned for viruses/malware upon upload. If your file is found to be infected both you and CII will be notified.

Drop files here or click here to upload.

My Uploaded Files

| Filename                                      | Description/Note | Uploaded On        | Virus Scan |
|---|------------------|--------------------|------------|
| Nicholas Burkhardt Resume.docx                |                  | 12/17/2021 3:23 PM | Clean      |
| Nicholas Burkhardt Recommendation Letter.docx |                  | 12/17/2021 3:23 PM | Clean      |

Cancel Save and Continue >


Click **Save and Continue** after all required documents have been uploaded.



# Summary and Review

After you have completed the application, you can review the information that was entered on this screen. Changes can be made by selecting one of the options in the left column.

Corporate Investigations, Inc.

 Main Account

Summary and Review

Cll Portal → Applicant → Summary

Application Process:

1. Addresses

2. Education

3. Employment

4. Licenses/Certs.

5. References

6. Resume/Files

7. Summary/Review

Need to update your name or other personal information? Click here to go back to Step 1

Personal Information

Solutation

Mr.

First Name

NICKOLAS

Last/Family Name

BURKHARDT

Date of Birth

06/18/1982

Gender

Male

Home Phone

412-555-4746

Social Security Number (SSN) or Tax Identification Number (TIN)

Check Here if you do not have a SSN/TIN

Yes

Drivers License Information

Drivers License Number

12345678

License State

PA

License Country

United States of America



# Finalizing Application

Check this box if you would like notified that a copy of the completed report is available.



☒ Please check this box if you would like to receive a copy of a consumer report or investigative consumer report at no charge whenever you have a right to receive such a copy, if one is obtained by the Employer. The report will be provided to you within three (3) business days after the report is provided to the Employer.

If you need to go back to any section, please use the section links on the left-hand side of this page. When you are ready to move on to disclosures and signatures, click on the "Save and Finalize Application" button.

Cancel

Save and Finalize Application >

|   |                    |       |
|---|--------------------|-------|
| Nicholas Burkhardt Resume.docx                | 12/17/2021 3:23 PM | Clean |
| Nicholas Burkhardt Recommendation Letter.docx | 12/17/2021 3:23 PM | Clean |

If you need to go back to any section, please use the section links on the left-hand side of this page. When you are ready to move on to disclosures and signatures, click on the "Save and Finalize Application" button.

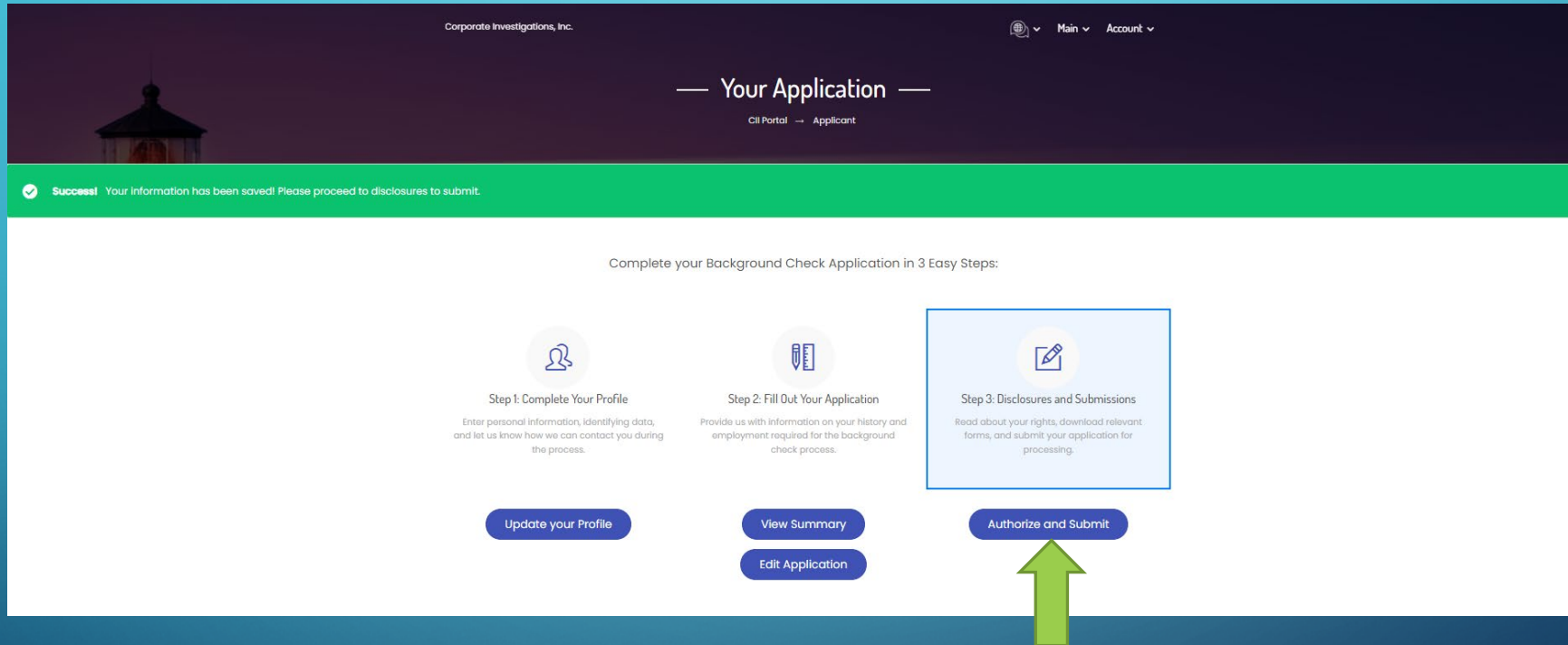
Cancel Save and Finalize Application >



Once you are satisfied that the information entered is complete and correct, *click Save and Finalize Application.*

## Step 3: Disclosures and Submissions

The final step of the application you will Read about your rights, download relevant forms, and submit your application for processing.



The screenshot displays the 'Your Application' page for Corporate Investigations, Inc. The header includes the company name and navigation links for 'Main' and 'Account'. A green success message at the top states: 'Success! Your information has been saved! Please proceed to disclosures to submit.' The main content area is titled 'Complete your Background Check Application in 3 Easy Steps:' and features three steps:

- Step 1: Complete Your Profile**  
Enter personal information, identifying data, and let us know how we can contact you during the process.  
Button: [Update your Profile](#)
- Step 2: Fill Out Your Application**  
Provide us with information on your history and employment required for the background check process.  
Buttons: [View Summary](#) and [Edit Application](#)
- Step 3: Disclosures and Submissions**  
Read about your rights, download relevant forms, and submit your application for processing.  
Button: [Authorize and Submit](#)

A green arrow points to the 'Authorize and Submit' button in Step 3.

*Click **Authorize and Submit** to begin finalizing your application.*

# Applicant Disclosure

Read and then sign and date (electronically) the Applicant Disclosure.

The screenshot shows the 'Applicant Disclosure' page on the Corporate Investigations, Inc. website. The page has a dark header with the company name and navigation links. Below the header, the title 'Applicant Disclosure' is centered. The main content area contains three paragraphs of text explaining the purpose of the disclosure and the rights of the applicant. At the bottom, there are three input fields: 'First Name (NICKOLAS)', 'Last/Family Name (BURKHARDT)', and 'Today's Date' (12/28/2021). There are also 'Cancel' and 'Save and Continue >' buttons. Green arrows point to the name fields and the 'Save and Continue' button.

Corporate Investigations, Inc.

— Applicant Disclosure —

CII Portal → Applicant → Disclosure Display

### Applicant Disclosure

In connection with an evaluation of your qualifications for employment, promotion, reassignment, or retention as an employee or contractor with **CORPORATE INVESTIGATIONS, INC.** ("the Employer"), the Employer may obtain a "consumer report" and an "investigative consumer report" pertaining to you. A "consumer report" consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An "investigative consumer report" is a consumer report or portion thereof in which information on a person's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person reported on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information.

The Employer will be utilizing Corporate Investigations, Inc. ("CII") (2275 Swallow Hill Road, Suite 500, Pittsburgh, Pa 15220, 1-800-600-0244, <https://cillink.com>) a consumer reporting agency, to conduct an investigation into your background and to prepare a consumer report and/or investigative consumer report pertaining to you. In conducting its investigation, CII may contact your neighbors, friends, associates, or other people who may have knowledge of your personal, employment, or educational background. CII may obtain information concerning, among other things, your character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, drug and/or alcohol test results, and worker's compensation history.

You have the right to obtain additional disclosures concerning the nature and scope of the investigation that the Employer has requested. You also have the right to request a written summary of your rights pursuant to Section 609(c) of the Fair Credit Reporting Act. If you would like to obtain additional disclosures concerning the nature or scope of the investigation that the Employer has requested, or if you would like to obtain a written summary of your rights, please submit a written request to the Employer. CII's Privacy Statement may be viewed at <https://cillink.com>.

I hereby acknowledge that I have received and read this Disclosure Statement.

First Name (NICKOLAS) Last/Family Name (BURKHARDT) Today's Date

12/28/2021

Cancel Save and Continue >

## Tip:

Copy and Paste the name from inside the parenthesis into the text box.

Note: Enter you name exactly as it is showing.

Click Save and Continue.



# Applicant Disclosure - Minor

If you are under the age of 18, you will need to have a Parent/Guardian download, read and then sign and date the Applicant Disclosure.

This form will need to be uploaded. (See Upload Resume and Documents for instructions.)

Corporate Investigations, Inc.

— Applicant Disclosure —

CII Portal → Applicant → Disclosure Display

### Applicant Disclosure

In connection with an evaluation of your qualifications for employment, promotion, reassignment, or retention as an employee or contractor with **CORPORATE INVESTIGATIONS, INC.** ("the Employer"), the Employer may obtain a "consumer report" and an "investigative consumer report" pertaining to you. A "consumer report" consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An "investigative consumer report" is a consumer report or portion thereof in which information on a person's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person reported on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information.

The Employer will be utilizing Corporate Investigations, Inc. ("CII") (2275 Swallow Hill Road, Suite 500, Pittsburgh, Pa 15220, 1-800-600-0244, <https://ciiilink.com>) a consumer reporting agency, to conduct an investigation into your background and to prepare a consumer report and/or investigative consumer report pertaining to you. In conducting its investigation, CII may contact your neighbors, friends, associates, or other people who may have knowledge of your personal, employment, or educational background. CII may obtain information concerning, among other things, your character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, drug and/or alcohol test results, and worker's compensation history.

You have the right to obtain additional disclosures concerning the nature and scope of the investigation that the Employer has requested. You also have the right to request a written summary of your rights pursuant to Section 609(c) of the Fair Credit Reporting Act. If you would like to obtain additional disclosures concerning the nature or scope of the investigation that the Employer has requested, or if you would like to obtain a written summary of your rights, please submit a written request to the Employer. CII's Privacy Statement may be viewed at <https://ciiilink.com>.

**Please download the following document and have your parent or legal guardian sign. Once completed, scan and upload the signed document before completing your application.**

- [Additional Documentation For Minors](#)

I hereby acknowledge that I have received and read this Disclosure Statement.

First Name (NICKOLAS)

Last/Family Name (BURKHARDT)

Today's Date

**DISCLOSURE STATEMENT**

Disclosure

In connection with an evaluation of your qualifications for employment, promotion, reassignment, or retention as an employee or contractor with **Company Name** ("the Employer"), the Employer may obtain a "consumer report" and an "investigative consumer report" pertaining to you. A "consumer report" consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An "investigative consumer report" is a consumer report or portion thereof in which information on a person's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person reported on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information.

The Employer will be utilizing Corporate Investigations, Inc. ("CII") (2275 Swallow Hill Road, Suite 500, Pittsburgh, Pa 15220, 1-800-600-0244, [http://ciiilink.com](https://ciiilink.com)) a consumer reporting agency, to conduct an investigation into your background and to prepare a consumer report and/or investigative consumer report pertaining to you. In conducting its investigation, CII may contact your neighbors, friends, associates, or other people who may have knowledge of your personal, employment, or educational background. CII may obtain information concerning, among other things, your character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, drug and/or alcohol test results, and worker's compensation history.

You have the right to obtain additional disclosures concerning the nature and scope of the investigation that the Employer has requested. You also have the right to request a written summary of your rights pursuant to Section 609(c) of the Fair Credit Reporting Act. If you would like to obtain additional disclosures concerning the nature or scope of the investigation that the Employer has requested, or if you would like to obtain a written summary of your rights, please submit a written request to the Employer. CII's Privacy Statement may be viewed at <http://ciiilink.com>.

Acknowledgment

I hereby acknowledge that I have received and read this Disclosure Statement.

Sign Name

Print Name

Date

*\*Must be signed by a Parent or Guardian if applicant is under the age of 18.*

Signature of Minor's Parent or Guardian:  Date:

EXHIBIT 2

Applicant's  
dated signature

Parent/ Guardian's  
dated signature

Click Save and Continue.



# Drug Testing Consent

If the position you are applying for you requires a drug screening test, will need to sign a **Drug Testing Consent**.

Read and then sign and date (electronically) the Data Privacy Notice.

The screenshot shows the 'Drug Testing Consent' page for Corporate Investigations, Inc. The page has a dark header with the company name and navigation links for 'Main' and 'Account'. Below the header, there's a breadcrumb trail: 'Cit Portal → Applicant → Drug Consent'. A green success banner at the top of the main content area says 'Success! Please Proceed to the Next Document.' The main content area is titled 'Consent to Pre-Employment Drug Testing' and contains several paragraphs of text explaining the drug testing process and the applicant's agreement. At the bottom of the form, there are three input fields: 'First Name (NICKOLAS)' with the value 'NICKOLAS', 'Last/Family Name (BURKHARDT)' with the value 'BURKHARDT', and 'Today's Date' with a calendar icon and the date '12/15/2022'. Below these fields are two buttons: 'Cancel' and 'Save and Continue >'. A large green arrow points from the right towards the 'Save and Continue' button, and two smaller green arrows point upwards towards the name input fields.

**Click Save  
and  
Continue.**

**Note: Enter you name exactly as it is showing.**

**Tip:**

**Copy and Paste  
the name from  
inside the  
parenthesis into  
the text box.**

# Data Privacy Notice

Read and then sign and date  
(electronically) the Data Privacy Notice.

## Tip:

Copy and Paste  
the name from  
inside the  
parenthesis into  
the text box.

|                        |   |
|------------------------|---|
| Motor Vehicle Reports  | Education, Employment, License, Association and Reference Verifications |
| Media or Adverse Lists | Verification of any other data in your CV (Curriculum Vitae)            |

**Outside the EU applicants or employee only:** These background report(s) may contain information regarding your credit history, criminal history, identity verification, motor vehicle records, verification of your education or employment history, or other background checks. The report(s) may include information about your character, general reputation, personal characteristics, or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates.

|                                       |  |   |
|---------------------------------------|--|---|
| First Name (NICKOLAS)                 | Last/Family Name (BURKHARDT)           | Today's Date                            |
| <input type="text" value="NICKOLAS"/> | <input type="text" value="BURKHARDT"/> | <input type="text" value="12/17/2021"/> |

Note: Enter you name exactly as it is showing.

Click **Save and Continue.**

— Data Privacy Notice —

CII Portal → Applicant → Privacy Notice

EUROPEAN UNION (EU) EMPLOYERS PLEASE CHECK THE APPLICABLE BOXES BEFORE HAVING APPLICANT SIGN  
[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]  
DATA PRIVACY NOTICE

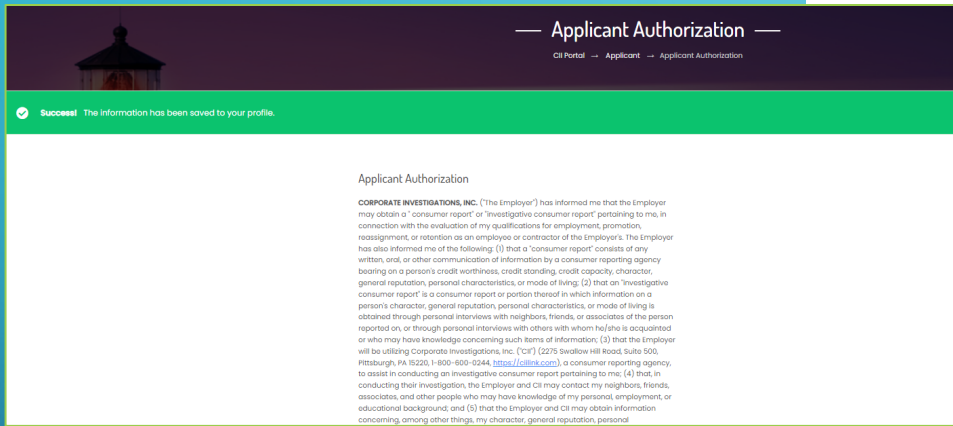
**CORPORATE INVESTIGATIONS, INC.** ("The Employer") may obtain information about you to verify and investigate your background for pre-employment or employment purposes from third parties, including Corporate Investigations, Inc., 2275 Swallow Hill Road, Building 500, Pittsburgh, PA 15220, 1-412-429-2400 ("Reporting Agency").

Information you have or will supply, may be disclosed to third parties, including agents or vendors of the above named entities, law enforcement agencies, state or federal agencies, courts, institutions, schools or universities (public or private), information service bureaus, employers, employees or insurance companies to verify and investigate your background.

In accordance with the host nation's laws and the laws applicable to you, depending on your location, regarding the release of information, you understand that information may be transmitted from any country to the above listed parties located in any country.

# Applicant Authorization

Read and then sign and date (electronically) the Applicant Authorization.



The screenshot shows the top portion of a web form. At the top is a dark blue header with a small logo on the left and the text "Applicant Authorization" in the center. Below the header is a green success message bar that says "Success! The information has been saved to your profile." The main content area is white and contains the title "Applicant Authorization" followed by a large block of legal text from Corporate Investigations, Inc. regarding the collection and use of consumer reports.

**Tip:**  
Copy and Paste  
the name from  
inside the  
parenthesis into  
the text box.

Note: Enter you name exactly as it is showing.

Check box if you do not have a Social Security Number

In authorizing this investigation, I will voluntarily provide the supplemental data requested on the attached Supplemental Data Form, to ensure that any records which are located which may refer to a person with a name that is identical or similar to mine are properly determined as referring to, or not referring to, me. I understand that I do not have to provide the supplemental data, and that if I do it will be used only in connection with this investigation. Additionally, I certify that I, the undersigned applicant, have personally completed the Supplemental Data Form and any supporting documents required to conduct my background check.

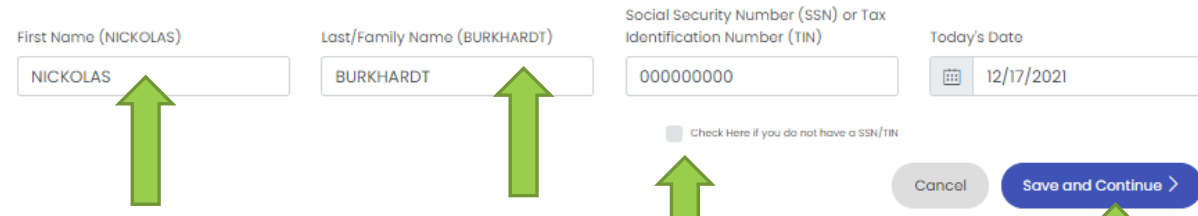
I hereby release the Employer, CII, and any persons providing information to the Employer or CII from any and all liability that may arise in connection with the above-described background investigation.

By typing my first name, last name, social security number and forwarding it to CII, I acknowledge that I have read and understand and accept the Authorization and Release Agreement. I understand and agree that my electronic signature is the equivalent of a manual signature and that Corporate Investigation, Inc. may rely upon it as such.

If I am hired as an employee or retained as a contractor, this electronic authorization will remain on file and shall serve as an ongoing authorization for the Employer to obtain consumer reports and investigative consumer reports at any time during my employment or contractual relationship with the employer.

I further agree that copies of this Authorization and Release that show my signature are as valid as the original Authorization and Release that I have signed.

Before signing this Authorization and Release, I have had the opportunity to review this document with anyone of my choosing, including an attorney.



The form fields are arranged horizontally. From left to right: a text box for "First Name (NICKOLAS)" containing "NICKOLAS" with a green arrow pointing up to it; a text box for "Last/Family Name (BURKHARDT)" containing "BURKHARDT" with a green arrow pointing up to it; a text box for "Social Security Number (SSN) or Tax Identification Number (TIN)" containing "000000000" with a green arrow pointing up to it; a checkbox labeled "Check Here if you do not have a SSN/TIN" which is currently unchecked; and a date field for "Today's Date" containing "12/17/2021". At the bottom right are two buttons: "Cancel" and "Save and Continue >". A green arrow points up to the "Save and Continue >" button.

**Click Save and  
Continue.**



# Applicant Authorization - Minor

If you are under the age of 18, you will need to have a Parent/Guardian download, read and then sign and date the Applicant Authorization.

This form will need to be uploaded. (See Upload Resume and Documents for instructions.)

Corporate Investigations, Inc.

— Applicant Authorization —

Success! The information has been saved to your profile.

### Applicant Authorization

**CORPORATE INVESTIGATIONS, INC.** ("The Employer") has informed me that the Employer may obtain a "consumer report" or "investigative consumer report" pertaining to me, in connection with the evaluation of my qualifications for employment, promotion, reassignment, or retention as an employee or contractor of the Employer's. The Employer has also informed me of the following: (1) that a "consumer report" consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living; (2) that an "investigative consumer report" is a consumer report or portion thereof in which information on a person's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person reported on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information; (3) that the Employer will be utilizing Corporate Investigations, Inc. ("CII") (2275 Swallow Hill Road, Suite 500, Pittsburgh, PA 15220, 1-800-600-0244, <http://ciilink.com>), a consumer reporting agency, to assist in conducting an investigative consumer report pertaining to me; (4) that, in conducting their investigation, the Employer and CII may contact my neighbors, friends, associates, and other people who may have knowledge of my personal, employment, or educational background; and (5) that the Employer and CII may obtain information concerning, among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, and worker's compensation history.

I hereby authorize the Employer to procure, and CII to prepare, a consumer report and/or investigative consumer report pertaining to me. I further authorize the Employer and CII to conduct an investigation into my personal, employment, and educational background for purposes of the preparation of such reports.

I further authorize the Employer and CII, in conducting their investigation, to contact my neighbors, friends, associates, and other people who may have knowledge of my personal, employment, or educational background, and for the Employer and CII to obtain information concerning, among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), worker's compensation history, employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, and worker's compensation history. I further authorize CII to provide the Employer with the information that CII obtains pursuant to its investigation.

In authorizing this investigation, I will voluntarily provide the supplemental data requested on the attached Supplemental Data Form, to ensure that any records which are located which may refer to a person with a name that is identical or similar to mine are properly determined as referring to, or not referring to, me. I understand that I do not have to provide the supplemental data, and that if I do it will be used only in connection with this investigation. Additionally, I certify that I, the undersigned applicant, have personally completed the Supplemental Data Form and any supporting documents required to conduct my background check.

By typing my first name, last name, social security number and providing my electronic signature, I acknowledge that I have read and agree to the Applicant Authorization and Release Agreement. I understand and agree that my electronic signature is the equivalent of a manual signature and that Corporate Investigation, Inc. may rely upon it as such.

If I am hired as an employee or retained as a contractor, this electronic authorization will remain on file and shall serve as an ongoing authorization for the Employer to obtain consumer reports and investigative consumer reports at any time during my employment or contractual relationship with the employer.

I further agree that copies of this Authorization and Release that show my signature are as valid as the original Authorization and Release that I have signed.

Before signing this Authorization and Release, I have had the opportunity to review this document with anyone of my choosing, including an attorney.

**Please download the following document and have your parent or legal guardian sign. Once completed, scan and upload the signed document before completing your application.**

- [Additional Documentation For Minors](#)

First Name (NICKOLAS) Last/Family Name (BURKHARDT) Social Security Number (SSN) or Tax Identification Number (TIN) Today's Date

☐ Check here if you do not have a SSN/TIN

Click Save and Continue.

Applicant's  
dated  
signature

Parent /  
Guardian's  
dated signature

**AUTHORIZATION AND RELEASE**

**Client Name** ("The Employer") has informed me that the Employer may obtain a "consumer report" or "investigative consumer report" pertaining to me, in connection with the evaluation of my qualifications for employment, promotion, reassignment, or retention as an employee or contractor of the Employer's. The Employer has also informed me of the following: (1) that a "consumer report" consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living; (2) that an "investigative consumer report" is a consumer report or portion thereof in which information on a person's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person reported on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information; (3) that the Employer will be utilizing Corporate Investigations, Inc. ("CII") (2275 Swallow Hill Road, Suite 500, Pittsburgh, Pa 15220, 1-800-600-0244, <http://ciilink.com>), a consumer reporting agency, to assist in conducting an investigative consumer report pertaining to me; (4) that, in conducting their investigation, the Employer and CII may contact my neighbors, friends, associates, and other people who may have knowledge of my personal, employment, or educational background; and (5) that the Employer and CII may obtain information concerning, among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, drug and/or alcohol test results and worker's compensation history.

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I further authorize the Employer and CII, in conducting their investigation, to contact my neighbors, friends, associates, and other people who may have knowledge of my personal, employment, or educational background, and for the Employer and CII to obtain information concerning, among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-Verify), worker's compensation history, employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, and worker's compensation history. I further authorize CII to provide the Employer with the information that CII obtains pursuant to its investigation.

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I hereby release the Employer, CII, and any persons providing information to the Employer or CII from any and all liability that may arise in connection with the above-described background investigation to the extent permitted by law.

If I am hired as an employee or retained as a contractor, this authorization will remain on file and shall serve as an ongoing authorization for the Employer to obtain consumer reports and investigative consumer reports at any time during my employment or contractual relationship with the employer.

I further agree that copies of this Authorization and Release that show my signature are as valid as the original Authorization and Release that I have signed.

Before signing this Authorization and Release, I have had the opportunity to review this document with anyone of my choosing, including an attorney.

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

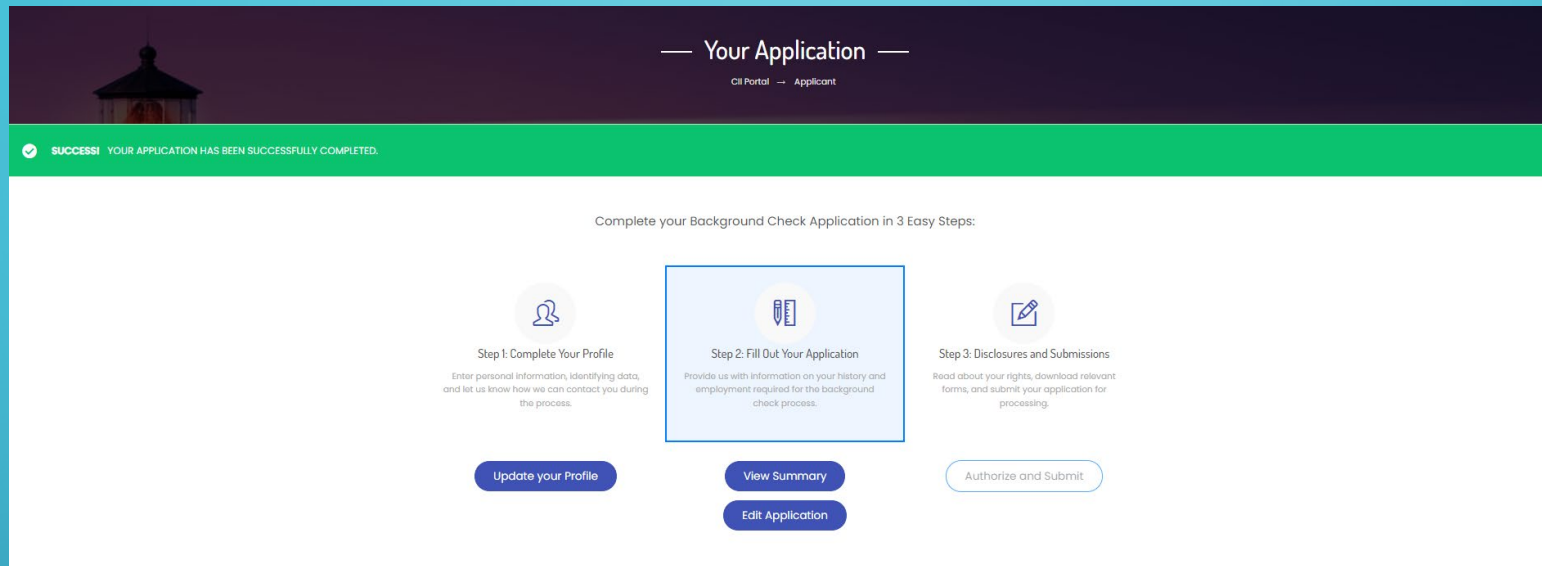
Sign Name \_\_\_\_\_ Date \_\_\_\_\_

**\*Must be signed by a Parent or Guardian if applicant is under the age of 18.**

Signature of Minor's Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

07/2022 Exhibit 3

You have now completed your application and will be returned to the main **Your Application** page.



An email confirmation will also be sent.

