



Newport News Shipyard – Huntington Ingalls Background Check Application

Background Disclosure

- Read information – Print Name, Sign and Date

Background Authorization

- Read Information – Print Name, Sign and Date

Required Personal Information

- Name & Address
- Phone Number
- Email Address
- Drivers License / State ID Number
- Social Security Number

Education Verification

- Diploma/Certificate - Received
- School Name-City-State
- Attendance Dates
- Name while attending
- **Fill out Transcript Release Form – Sign and Date**

***** For your personal records please review and remove the last page in this Application:**

- A Summary of your Rights under the Fair Credit Reporting Act
- Copy of the Background Check Disclosure

Providing Inaccurate Information in this application could cause your background check to be held up in processing and/or not complete successfully.

Backgroundchecks.com *Will not* issue a Certificate if any Education Information provided in this application is unable to be verified.

Providing copies of Education Documents: **High School Diploma, School Transcript or GED** will verify the education part of this application and could speed up the processing time for your background check.

Disclosure About A Background Check

We Venture Dynamics Enterprises, Inc. May obtain one or more “consumer reports” about you from a consumer reporting agency for employment purposes.

A “consumer report” is a background screening report that may include information about your criminal history, sex offender registry status, credit history, driving history, education history, employment history, professional licenses, name, social security number, and other information about you.

The information in a “consumer report” may bear on your character, general reputation, personal characteristics, and/or mode of living. “Employment purposes” includes evaluating you for employment, promotion, reassignment, or retention. The Federal Trade Commission’s staff has said that the term may apply to employees, independent contractors, independent agents, and volunteers.

Signature

Printed Name

Date Signed

Authorization For Background Check

By signing below, you acknowledge that: (a) you received the following separate documents, (b) they are clear, conspicuous, and separate from any other documents, (c) you read and understood them, and (d) we may rely on them for one or more background investigations and resulting reports:

- Disclosure About Background Check on You
- Additional Notice About Investigative Consumer Reports
- A Summary of Your Rights Under the Fair Credit Reporting Act
- Additional Notice About Medical Information
- Additional Notices Under State Law (including any other documents it identifies)

By signing below, you (a) authorize and permit us (VENTURE DYNAMICS) to obtain "consumer reports" and "investigative consumer reports" about ; (b) authorize any consumer reporting agency from whom we request those reports to obtain information about your from any public or private information source; (c) authorize anyone to provide information about you to that consumer reporting agency; (d) authorize and instruct that consumer reporting agency to provide those reports to us; (e) consent to those reports including results of fitness-for-duty assessments, drug tests, and alcohol tests; and (f) authorize us to share those reports with others for legitimate business purposes related to your application or relationship with us.

By signing below, you acknowledge that a fax, image, or copy of this authorization is as valid as the original.

By signing below, you make these acknowledgments and authorizations to be valid for the duration of your application or relationship with us.

Signature _____ Date _____

Printed Name _____

REQUIRED INFORMATION

Name _____ Address _____

City _____ State & Zip Code _____

Phone Number: _____ Can we contact you via Text Message? Yes No

E-Mail: _____

Drivers License / State ID Number: _____ State Issued: _____

Social Security Number: _____ Date of Birth: _____

EDUCATION VERIFICATION

Please Provide All Information Requested Below

High School Diploma / GED Certificate Received – *Check one of the following:*

- High School Diploma
- GED
- N/A - No Diploma or GED received

Provide the following information for the School or Educational institution you attended & received a Diploma/Certificate. *If N/A is checked provide the information for the High School you last attended.*

Name of High School / Other: _____

City: _____ State: _____ Dates Attended: Start: _____ End: _____
Month / Year Month / Year

Provide Full Name as it appears on Diploma/Certificate - *Only if different from the name used on this application.*

First Middle Last

Providing a COPY of Your High School Diploma/GED or College Transcript will speed up the processing time of your Background Check. If you are unable to provide a copy please fill out the **Transcript Request Authorization Form** on the next page.

High School Diploma | GED - *Only fill out the one that applies to you*

Documents can be brought to our office or sent as a Photo/Scan by Email or Text Msg.

Email: frontdesk@venture-dynamics.net

Please see our Front Desk or speak with your recruiter for any additional details.

Transcript Request Authorization Form

Company/Organization name

HireRight

Today's date

Applicant's information

Name while enrolled in the institution

Date of birth

Gender

Street address

City

State/Province

Postal code

Email address

Phone number

Authorization

By signing this document, I authorize (enter receiving company/organization)

HireRight

to request (enter name(s) of institution(s) that has your transcript)

to release my complete academic transcript to (enter receiving company/organization)

HireRight

I certify under penalty of law that I am the individual identified in this transcript request, or I am the parent/guardian authorized to make this request (sign below)

HIGH SCHOOL DIPLOMA FORM

Transcript Request Authorization Form

Company/Organization name

General Information Services

Today's date

Applicant's information

Name while enrolled in the institution

Date of birth

Gender

Street address

City

State/Province

Postal code

Email address

Phone number

Authorization

By signing this document, I authorize (enter receiving company/organization)

General Information Services

to request (enter name(s) of institution(s) that has your transcript)

Parchment.com

to release my complete academic transcript to (enter receiving company/organization)

General Information Services

I certify under penalty of law that I am the individual identified in this transcript request, or I am the parent/guardian authorized to make this request (sign below)

GED Year: _____

Signature (must be physically signed): _____

GED FORM

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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.consumerfinance.gov/learnmore.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. 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. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list,</p>	<p>a. Consumer Financial Protection Bureau 1700 Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA</p>
in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, P.O. Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.
	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

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