

## **CREATIVE COMMONS Job Applicants**

### Notice Regarding Background Investigations

Be advised that CREATIVE COMMONS (CC) will investigate the information provided by you during the job interview process. We will ordinarily check your references and confirm your degree qualifications. Depending on your expected responsibilities, CC may also check on your driving record, consumer credit history, and criminal record.

Your rights regarding such investigations are covered by such laws as the Investigative Consumer Reporting Agencies Act (ICRAA), CA Civil Code §1786 et seq., the Consumer Credit Reporting Agencies Act (CCRAA), CA Civil Code §1785 et seq., and the Fair Credit Reporting Act (FCRA) (15 U.S.C. §§1681 et seq.), [www.ftc.gov/os/statutes/fcra.htm](http://www.ftc.gov/os/statutes/fcra.htm), among others.

Depending on the job for which you applied, this investigation may be performed by CC itself or it may be performed by an outside party, such as an Investigative Consumer Reporting Agency (ICRA). In either case, you will be entitled to copies of many of the documents collected during an investigation.

We will not undertake any investigations until you have accepted a formal offer of employment, which will be contingent on such an investigation. At that time, CC will provide you with additional notices and with consent forms before we begin any investigation. Be aware that the results of an investigation may adversely affect your employment, in which case we will allow you a reasonable opportunity to address the information contained in the report before we make a final decision.

I hereby acknowledge receipt of this notification.

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APPLICANT'S SIGNATURE

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DATE

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APPLICANT'S NAME (Print)