

CALIFORNIA INVESTIGATIVE CONSUMER REPORTS DISCLOSURE

In connection with my application for employment or continued employment (including independent contractor or volunteer assignments, as applicable) with Kforce Inc. and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company"), the Company may procure one or more investigative consumer reports ("Report(s)"), also known as a background checks, from the following consumer reporting agency ("CRA"):

Sterling Infosystems Inc.
6150 Oak Tree Boulevard, Suite 490, Independence, OH 44131.
1.866.338.6739
www.sterlingcheck.com
Email: dispute.resolution@sterlingcheck.com

I understand that I have the right to a copy of any Report(s) that the Company obtains on me from the CRA.

I also understand that:

- To the extent the Company requests a Report from the CRA, the Company shall use information contained in such Reports solely for employment purposes including, but not limited to, hiring, promotion, and retention.
- Information obtained by the CRA, and included in any Report(s) provided to the Company, may be obtained through a variety of means including inspection of lawfully available documents and information and/or direct or indirect contact and interviews with former employers, schools, financial institutions, landlords, public agencies and others such as my neighbors, friends, associates and others with whom I are acquainted who may have such knowledge.
- Investigation(s) to be conducted by the CRA, the results of which would be included in the Report(s) provided to the Company, may include various types of information about me, including, but not limited to, creditworthiness, credit standing/status, credit history, credit capacity, character, general reputation, personal characteristics or mode of living, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, employment and work history, education, driving record, and criminal record, subject to any limitations imposed by applicable federal, state and local law.
- Per California Civil Code § 1785 *et seq.* and § 1786 *et seq.*, if any Report is requested by the Company about me, I may view the file the CRA maintains on me during its regular office hours. I understand that I also may (1) obtain a copy of this file, upon submitting proper identification and paying the copying costs, by mail or by appearing at the CRA's offices in person during its regular office hours after providing reasonable advance notice of my planned appearance; and (2) receive a summary of this file from the CRA over the telephone, at my expense, upon submitting proper identification and a written request to the CRA for telephone disclosure. The CRA has trained personnel available to explain its file to me, including any coded information, and, if I appear in person at the CRA's offices,

I may be accompanied by another person so long as that person furnishes proper identification to the CRA.

- Information about the privacy practices of the CRA is available at [Privacy Basics - Sterling Privacy](#).

**A SUMMARY OF YOUR RIGHTS UNDER
CALIFORNIA CIVIL CODE SECTION 1786.22**

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
 - 1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
 - 2) By certified mail, if he or she makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
 - 3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself or herself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

(f) The consumer shall be permitted to be accompanied by one other person of his or her choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.