

**ADDITIONAL BACKGROUND CHECK STATE LAW DISCLOSURES AND
INVESTIGATIVE CONSUMER REPORT DISCLOSURE**
(Non-credit)

This form has been provided to you pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681d(a)(1) and applicable state law because Kforce Inc. and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the “Company”) intends to request consumer reports and/or investigative consumer reports in connection with your application for employment and/or for employment purposes (including independent contractor or volunteer assignments, as applicable). These purposes may include hiring, contract, assignment, promotion, reassignment, and termination.

A consumer report is a type of background check in which information (including but not limited to criminal background, driving background, character, general reputation, personal characteristics and mode of living) is gathered and communicated by a Consumer Reporting Agency (“CRA”) to the Company about the applicant or employee. An investigative consumer report is a type of background check that may also contain information gathered by a CRA on an applicant’s or employee’s character, general reputation, personal characteristics, or mode of living which is obtained through personal interviews with neighbors, friends, or associates of the applicant or employee, or with others with whom you are acquainted.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: criminal history records checks, public court records checks, driving records, summaries and verification of educational records and histories, social security number validation, government watch lists, address history verification and/or summaries and verification of employment positions held and related duties, work performance, experience, skills, qualifications, compliance with employer or institutional policies, licensing, certification, training, etc. The information contained in these reports may be obtained from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions, or other acquaintances.

You may request in writing from the Human Resources Department a complete disclosure of the nature and scope of the investigative consumer report. Pursuant to the Fair Credit Reporting Act, upon written request, the Company will make a complete and accurate disclosure of the nature and scope of the investigation requested no later than five days after the date on which your written request was made to the Company, or no later than five days of when your investigative consumer report was first requested by the Company, whichever is the later.

You also have a right to request a written summary of your rights under the Fair Credit Reporting Act from the Company. The CRA used by the Company to obtain

consumer Reports and investigative consumer reports is:

Sterling Infosystems Inc.
6150 Oak Tree Boulevard, Suite 490, Independence, OH 44131.
1.866.338.6739

www.sterlingcheck.com
Email: dispute.resolution@sterlingcheck.com

Before information from a consumer report and/or investigative consumer report is used to make an adverse employment decision, the Company will provide you with a copy of report and a summary of your rights under the Fair Credit Reporting Act and any other disclosures required by applicable state law.

Kansas applicants/employees: You have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested by the Company concerning you.

Massachusetts applicants/employees: An investigative consumer report commonly includes information as to your character, general reputation, personal characteristics, and mode of living. The precise nature and scope of any investigative consumer report obtained by Company may include information as to your character, general reputation, personal characteristics, and mode of living obtained through personal (including telephonic) interviews with neighbors, friends, associates, acquaintances, or others with whom you are acquainted or who may have knowledge concerning such items of information. The information contained in these reports may be obtained from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions, or other acquaintances. You have a right to have a copy of any consumer report or investigative consumer report, upon request to the CRA listed above.

Minnesota applicants/employees: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report or investigative consumer report from the CRA listed above. An investigative consumer report may be obtained on you and may include information obtained through personal interviews regarding your character, general reputation, personal characteristics, or mode of living. If you would like a copy of consumer report or investigative consumer report send directly to you at no cost, please contact the consumer reporting agency listed above.

New York applicants/employees: The Company may request or utilize subsequent consumer reports and/or investigative consumer reports on you throughout your employment. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Upon written request, you will be informed whether or not a consumer and/or investigative consumer report was requested, and if such report was requested, the name and address of the CRA to whom the request was made. Your written request should be made to Company at Kforce Background Check Group, 8405 Benjamin Road, Suite G, Tampa, FL 33634. You may also contact the Company at 813.552.5000. Upon furnishing you with the name and

address of the CRA, you will also be informed that you may inspect and receive a copy of such report by contacting the CRA. A copy of New York Correction Law Article 23-A is included below.

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF
ONE OR MORE CRIMINAL OFFENSES

§750. Definitions.

For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability.

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied

or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

- (1) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
- (2) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment.

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

- (1) In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
- (2) In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.