



IMPORTANT

READ CAREFULLY BEFORE SIGNING

I certify that the facts contained in this document are true and complete to the best of my knowledge and understand that, if I falsified statements on this document shall be grounds for removal from assignment. I authorize investigation of all statements made herein and authorize the references listed above to give you any and all information concerning my previous work history, or any information they have, personal or otherwise. In connection with my volunteer assignment with the **Rojo Hospitality Group LLC**, I authorize the procurement of an investigative consumer report and understand that it may contain information about my background, character, general reputation, education, credit worthiness and job performance. I understand that, upon written request within a reasonable period of time, I am entitled to additional information concerning the nature and scope of this investigation. I authorize all persons, schools, companies, corporations, credit bureaus, state agencies, and criminal courts to release such information to **Rojo Hospitality Group LLC**, as well as the background reporting agency selected by the **Rojo Hospitality Group LLC** including any of the agency's officers, agents, employees and servants. I voluntarily waive all recourse and release it from liability for complying with this authorization. This authorization/release shall apply to this as well as any future request for an investigative/consumer report by **Rojo Hospitality Group LLC**.

I understand that this document is not a contract of employment; I may voluntarily leave assignment upon proper notice, and may be removed from assignment at any time and for any reason. I understand that all oral or written statements to the contrary are hereby expressly disavowed and not be relied upon. I understand and agree that this assignment may be terminated at any time without prior notice.

Date _____

Signature _____



Reference: Volunteer Background Investigation

Dear Prospective Volunteer,

As part of the volunteer process, the Rojo Hospitality will conduct a background check. The federal Fair Credit Reporting Act provides individuals with certain rights in connection with certain background checks. Therefore, as a volunteer with the Rojo Hospitality, you have certain rights under the Fair Credit Reporting Act.

As part of a background check, the Rojo Hospitality may obtain a “consumer report” from a “consumer reporting agency,” and may use such a “consumer report” for volunteer “employment purposes.”

A “consumer report” is any written, oral, or other communication of any information by a “consumer reporting agency” bearing on an individual’s creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the individual’s eligibility for volunteer “employment purposes”. For example, a “consumer report” may include, but is not limited to, a criminal background investigation, driving records, or credit reports.

A “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative non-profit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on individuals for the purpose of furnishing “consumer reports” to others, such as Rojo Hospitality Group.

“Employment purposes,” when used in connection with a “consumer report,” means a report used for the purpose of evaluating an individual for volunteering, employment, promotion, reassignment, or retention as a volunteer or employee.

Attached you will find pre-volunteer questionnaire and background release forms. Please complete each form, sign and date them.

Volunteers are considered and are treated during assignment without regard to age, race, color, religion, sex, national origin, marital or veteran status, medical condition, or disability. Date of birth is required from all volunteers to facilitate a background check.

Thank you,

Donald R Beckham, Jr.
Personnel Manager



DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS AND INVESTIGATIVE CONSUMER REPORTS UNDER

THE FAIR CREDIT REPORTING ACT

Pursuant to the Fair Credit Reporting Act, you hereby are notified that a consumer report and/or an investigative consumer report may be obtained on you. A consumer report will provide information from a consumer-reporting agency about your credit standing, general reputation, and mode of living. An investigative consumer report is designed to provide information about your character and includes information obtained by interviews with your friends, neighbors, and associates. Such consumer reports and investigative consumer reports may be used in hiring and other employment decisions.

You are entitled to request that you be informed as to whether an investigative consumer report was prepared and, if so, the name and address of its preparer. You further are entitled to request information on the scope and nature of the investigation underlying the investigative consumer report. Finally, you are entitled to request a copy of any investigative consumer report by contacting the consumer-reporting agency that prepared it.

By signing below, you hereby authorize the bearer to procure a consumer report and/or investigative consumer report as disclosed above.

Full Name: _____ Date: _____
(Signature)

Full Name: _____ DOB: ____/____/____
(Printed) mo / day / year

California, Minnesota and Oklahoma Applicants ONLY:

_____ Please check here to have a copy of your consumer report sent directly to you.

CONSENT TO RELEASE INFORMATION

I hereby direct Rojo Hospitality to release employment records, civil litigation records, and criminal conviction records upon request of the bearer. This release executed with full knowledge and understanding that the information is for use in connection with my volunteer assignment with Rojo. I hereby release you, as custodian of such records, and your officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

I have read the foregoing release, understanding it and agree to the terms and conditions therein.

Full Name: _____ Date: _____
(Signature)

All other addresses at which I have resided for the past ten years (if any):

First previous address: _____
City _____ State _____ Zip Code _____

Second previous address: _____
City _____ State _____ Zip Code _____

Third previous address: _____
City _____ State _____ Zip Code _____

Fourth previous address: _____
City _____ State _____ Zip Code _____

Fifth previous address: _____
City _____ State _____ Zip Code _____