

Notice of New Hire

Report new employees within 24 hours of hiring and on monthly update

NOTE: This does not replace the monthly report.

	Information	Complete
Employee Name (print clearly)		<input type="checkbox"/>
Company (and districts)	PPI? <input type="checkbox"/>	<input type="checkbox"/>
Position		<input type="checkbox"/>
Driver's License Number/State	State:	<input type="checkbox"/>
Photocopy of Driver's License	Attach a clear copy	<input type="checkbox"/>
Date of Birth	/ /	<input type="checkbox"/>
Hire Date	/ /	<input type="checkbox"/>
Confidentiality Agreement	Attach Copy	<input type="checkbox"/>
Criminal and Driving History Consent Form	Attach Copy	<input type="checkbox"/>
City ID Number	<input type="checkbox"/> New <input type="checkbox"/> Previously Assigned #	
Workshop Certification	<input type="checkbox"/> Complete Attach Copy <input type="checkbox"/> Needed	
Driver Certification	<input type="checkbox"/> Complete Attach Copy <input type="checkbox"/> Needed	

When complete, attach required legible copies and fax to 503-865-3022 or email Regulatory@portlandoregon.gov

Notice of Termination

Report staff termination within 24 hours of the last shift worked and on the monthly update.

NOTE: This does not replace the monthly report.

	Complete
Employee Name (First and Last):	<input type="checkbox"/>
Company:	<input type="checkbox"/>
District(s):	<input type="checkbox"/>
Position:	<input type="checkbox"/>
Last Date of Employment:	<input type="checkbox"/>
City ID Number:	<input type="checkbox"/>

Attachment 3 Confidentiality Agreement

**CONFIDENTIALITY AGREEMENT
CONTRACT FOR VEHICLE TOWING AND STORAGE**

I understand and agree that:

1. On or about October 1, 2013, _____ (Tow Contractor) signed a contract to provide vehicle towing and storage services to the City of Portland, Port of Portland, Oregon Department of Transportation, Multnomah County, City of Fairview, Portland Streetcar, Inc. and Tri-Met (Agencies). The contract requires Tow Contractor, as my employer to treat as confidential all the information provided by the Agencies pursuant to the Contract.
2. In the course of my employment for Tow Contractor I may have access to, or become aware of, information regarding the pursuit, apprehension or prosecution of criminal suspects, and/or is of a highly confidential or sensitive nature.
3. I will treat the official business of the Agencies as confidential. I agree that I shall disseminate Agency information only to those Agency bureaus, officials and /or tow contractors for whom it is intended as provided by the Contract, and to no other person. I further agree not to divulge or disclose to any person any confidential or sensitive information of any kind or form learned or obtained by me in performance of my employment by Tow Contractor which may enable or allow any person to conceal or dispose of goods, money or other valuable items stolen or otherwise unlawfully obtained, or to avoid detection, arrest, or punishment.
4. I agree that I have personal and individual responsibility for the protection of all Agency information, documents and material I come into contact with in the course of my employment by Tow Contractor, and that disclosure of Agency information in violation of this Confidentiality Agreement may result in my dismissal or other disciplinary action by Tow Contractor.
5. I will report at once to my immediate supervisor and the Towing Coordinator, if I am arrested, charged, convicted, or sentenced for any criminal offense relating to the protection of the public safety and interest. If I am unsure whether the offense relates to the protection of the public safety and interest, I shall report as provided above, any criminal offense. I agree that failure to report as provided by this section 5 may result in my dismissal or other disciplinary action by Tow Contractor.

Print Name

Signature

Date

Tow Company Name

Authorized Signature

Date

Criminal and Driving History Consent Form

I hereby authorize the City of Portland Towing Program staff and members of the Towing Board of Review to obtain and review any criminal history record and/or driving history related information pertaining to me for the purpose of determining my eligibility to become or remain a qualified driver or qualified employee for work on the Contract for Abandoned Vehicle Towing and Storage, Contract for Records Management and Central Dispatching of Towing Services or Contract for Towing and Vehicle Storage.

This agreement will last for the duration of my employment with:

Company Name:

Full Name- First Middle Last

Alias (other names used)

Street Address

City

State

Zip Code

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Copy of Driver's License

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The City of Portland - Towing Program ("the Regulating Agency") may obtain information about you from a third party consumer reporting agency for determining eligibility of contractor employees and officers. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by **Occuscreen, LLC, 805 Broadway Street, Suite 215, Vancouver, WA 98660, (888) 833-5304, www.occuscreen.com**. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your licensure to the extent permitted by law.

I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature

Date

(if under 18) Guardian Signature

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **The City of Portland Towing Program** at any time after receipt of this authorization and throughout employment performing work on a City of Portland towing contract if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Occuscreen, LLC, 805 Broadway Street, Suite 215, Vancouver, WA 98660, (888) 833-5304, www.occuscreen.com**, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature

Date

(if under 18) Guardian Signature

Regulatory Agency: The City of Portland Towing Program

Phone:

Requested By:

SERVICES REQUESTED (Check all that apply)

- Social Security Trace
- National Criminal Database
- County Criminal Search
- Sex Offender Registry
- Motor Vehicle Report

In order to process your background check, please provide the following information. Include your exact legal name and any other name(s) you may have used in the last seven (7) years.
 PRINT CLEARLY IN INK OR TYPE IN ALL INFORMATION. MAKE SURE DISCLOSURE IS SIGNED ABOVE.

First Name:		Middle Initial:		
Last Name:				
Social Security Number:		Birth Date:		
Current Address:				
City:	State:	Zip:		
Driver's License #:		State:		
Other Names Used (previous 7 years only):				
1.		2.		
3.		4.		
Please provide City and County information for your residence covering a period of seven (7) years, beginning with your most current address.				
City	County	State	Zip	From ____ To ____
				From ____ To ____
				From ____ To ____
				From ____ To ____
				From ____ To ____

*This information will be used for background screening purposes only and will not be used as hiring criteria.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

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 20006.**

- **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 a 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 1-888-567-8688.
- **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.

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:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

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

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street NW

Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
PO Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, SE
Washington DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416
Securities and Exchange Commission
100 F St NE

Washington, DC 20549
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357