



CONTRACT SERVICES ADMINISTRATION TRUST FUND

2710 WINONA AVENUE
BURBANK, CA 91504

T 818.565.0550
F 818.565.0535
www.csatf.org

LOCAL #884 STUDIO TEACHERS INFORMATION FORM

PRINT all information completely and legibly in ink.
Personal information will be updated accordingly.

Full Legal Name			
Last Name			Suffix (<i>Jr., Sr., II, etc.</i>)
First Name	Middle Name		
Mailing Address			
Address			Unit # (<i>Apt., Ste., Fl., etc.</i>)
City	State	ZIP Code	
Country (<i>if not United States</i>)			
Additional Contact Information			
Home Phone () - <input type="checkbox"/> No home #	Cell Phone () - <input type="checkbox"/> No cell #		
Email Address			<input type="checkbox"/> No email
Complete, Sign and Date Below			
I hereby affirm that the information provided on this form by me is true and complete to the best of my knowledge.			
Date of Birth mm / dd / yyyy		Social Security Number - -	
Signature			Date / /20____

Phone: 818.565.0550 ext. 1128 Fax: 818.565.0535

Email: Background884@csatf.org

2710 Winona Avenue, Burbank, CA 91504 • www.csatf.org

FORM A

TF-BIIT-001

Rev 06/20/16



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CONSENT TO OBTAIN INVESTIGATIVE CONSUMER REPORTS UNDER CALIFORNIA LAW

I understand that Contract Services Administration Trust Fund (“CSATF”) may obtain investigative consumer reports about me from an investigative consumer reporting agency, **Insperty Employment Screening, LLC** (“CRA”), which reports may contain information about my character, general reputation, personal characteristics, or mode of living, including information that may be obtained from public records. I acknowledge that I received a document entitled “Notice of Intent To Obtain Investigative Consumer Reports Under California Law.”

Copy of Report:

By checking this box, I am requesting a copy of any investigative consumer report(s) about me obtained by CSATF:

By signing below, I am authorizing CSATF to obtain investigative consumer reports about me from **Insperty Employment Screening, LLC, 1300 Rollingbrook, Suite 300, Baytown, TX 77521**, at any time, in connection with my being placed or maintained on the Studio Teachers Availability List or the Dual Credential Substitute List.

Print Name

Signature

Date



**DISCLOSURE AND CONSENT TO OBTAIN CONSUMER REPORTS
PURSUANT TO THE FAIR CREDIT REPORTING ACT**

Disclosure:

I understand that Contract Services Administration Trust Fund (“CSATF”) may obtain consumer reports about me from a consumer reporting agency, **Insperty Employment Screening, LLC** (“CRA”). These reports will be prepared by the CRA based upon a social security number trace and searches of criminal records, sex offender registries, the teacher credential verification database maintained by the California Commission on Teacher Credentialing and/or the studio teacher certification database maintained by the California Division of Labor Standards Enforcement. I understand that these consumer reports may contain or disclose information regarding my character, general reputation, personal characteristics or mode of living. These reports will be used for employment purposes only, and may be obtained by CSATF at any time in connection with my being placed or maintained on the Studio Teachers Availability List or the Dual Credential Substitute List.

I acknowledge that I have received a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.”

Consent:

By signing below, I authorize CSATF to obtain consumer reports about me from the CRA, at any time, in connection with my being placed or maintained on the Studio Teachers Availability List or the Dual Credential Substitute List.

I, the undersigned, have read and fully understand the above notice.

Print Name

Signature

Date



NOTICE OF INTENT TO OBTAIN INVESTIGATIVE CONSUMER REPORTS UNDER CALIFORNIA LAW

Disclosure:

This notice will serve to inform you that Contract Services Administration Trust Fund ("CSATF") may obtain investigative consumer reports about you from an investigative consumer reporting agency, **Insperty Employment Screening, LLC** ("CRA"). These reports will be prepared by the CRA based upon a social security number trace and searches of criminal records, sex offender registries, the teacher credential verification database maintained by the California Commission on Teacher Credentialing and/or the studio teacher certification database maintained by the California Division of Labor Standards Enforcement. These reports will be used for employment purposes only. These reports may contain information regarding your character, general reputation, personal characteristics, and/or mode of living. These reports may be obtained at any time in connection with your being placed or maintained on the Studio Teachers Availability List or the Dual Credential Substitute List.

Inspection of Files:

The CRA must make your files available to you for visual inspection in person, via certified mail, or over the phone. The CRA shall provide you with your files and information during normal business hours and on reasonable notice. The CRA is located at the following address and telephone number:

Insperty Employment Screening, LLC
1300 Rollingbrook, Suite 300
Baytown, TX 77521
800.364.7770

You will need to present proper identification to review any information from your files. Such review is free of charge; however, you may need to pay copying charges if you request a copy of your file, or telephone toll charges, where applicable. The CRA shall have trained personnel who can explain to you the information included in your file. You must also be provided with a written explanation of any coded information in your file. If you review your file, you are permitted to have one other person of your choice present, who will be required to furnish reasonable identification. You may be required to furnish a written statement giving the CRA permission to discuss your file in such person's presence.

Privacy Protections:

The CRA has adopted privacy practices with respect to the preparation and processing of investigative consumer reports, which you may find by visiting its website, which is www.insperty.com/screening, or by calling the CRA at **800.364.7770**. Some of the information included in the CRA's privacy practices is information on whether the CRA will send your personal information outside the United States or its territories and contact information for the CRA's representatives who can provide you with additional information regarding its privacy practices and policies.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 20552.**

- **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 the 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.

FORM E

- **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 1-888-5-OPTOUT (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:	CONTACT:
<p>I. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item I. above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p>

<p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

FORM E