

Background Checks

By  ClearCompany

APPLICANT INVITE (QUICKAPP) PROCESS USA

Rugby Architectural Building Products Background Questionnaire Notification

External

Inbox x



Rugby Architectural Building Products <automation@instascreen.... 8:12 AM (0 minutes ago)

to me ▾



February 17, 2023

Hello TEST TEST,

As part of your consideration for employment, you will need to fill out the background questionnaire found at the link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for employment, you must complete the background questionnaire within 5 days.

Thank you,

Rugby Architectural Building Products

jkim@clearcompany.com

(617) 938-3801

Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Provide consent to the electronic background check process and forms
- Review and complete the necessary disclosures and authorization forms to give your consent to the background check
- Fill out the background application
- Submit your information

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire

Continue

ESIGN Act Disclosure and Consent

Pursuant to the Electronic Signatures in Global and National Commerce Act ("ESIGN Act") and the Uniform Electronic Transaction Act (UETA) the following ESIGN Act Disclosure and Consent explains how the background screening process will be conducted electronically by All Clear Screening. After reviewing this Disclosure and Consent you can agree to proceed electronically by clicking the "I agree" button below. If you do not wish to proceed electronically, click "I do NOT agree" and you will be provided with further instructions.

Electronic Delivery of Disclosures, Notices and Letters

- By operating in an electronic environment you agree to receive, access, sign, and submit documents necessary to complete the background screening process and investigation electronically.
- You consent to the use of electronic records and signatures in connection with your background investigation through All Clear Screening and therefore you will receive any federal and state disclosures including, but not limited to, the disclosure and authorization, state law notices and disclosures, and any adverse action letters, electronically.
- You may choose to not use electronic records and may instead choose to have the documents necessary to complete your background investigation provided on paper or in non-electronic form; as well as the receipt of any disclosures, notices, and letters in non-electronic form. Doing so will delay completion of your background investigation and a fee may apply. To complete the background screening process in non-electronic form please contact All Clear Screening at Phone: 617-938-3801 for further instructions.
- If, after consenting to the use of electronic records you would like to obtain a paper copy of any electronic record(s) please contact All Clear Screening at Phone: 617-938-3801. A fee may apply.

Hardware and Software Requirements to Access and Retain Electronic Information

In order to access and retain electronic records you must have (i) a personal computer or other device which is capable of accessing the Internet. A current version of Chrome, Firefox, Safari, or Microsoft Edge Internet web browser which supports security industry best practices for HTTPS encrypted communications, JavaScript, and cookies. (ii) You must have software which permits you to receive and access Portable Document Format or "PDF" files, such as Adobe Acrobat Reader.

Updating Contact Information and Withdrawal of Electronic Acceptance

- You may always update your contact information by contacting All Clear Screening at Phone: 617-938-3801.
- If you choose to proceed with the use of electronic records please note that you may withdraw your consent to the records being provided or made available in an electronic form at a later time by contacting All Clear Screening at Phone: 617-938-3801.

Consent to Electronic Records

Do you agree to conduct the background screening process electronically through All Clear Screening?

- I agree
- I do NOT agree. I prefer to print out and sign paper versions of the documents and return them by mail or in person to Rugby Architectural Building Products. I understand this may delay the selection process with Rugby Architectural Building Products.

Continue

FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR CONSUMER REPORTS

Rugby Architectural Building Products (the "Company") will obtain one or more consumer reports about you from a consumer reporting agency for employment purposes. These purposes may include hiring, promotion, retention or reassignment. These reports may include information about your character, general reputation, personal characteristics, and mode of living. These reports may contain information regarding your criminal information or history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, social media, or other background checks.

The consumer reporting agency preparing the report(s) is: All Clear Screening, Phone: 617-938-3801, 200 Clarendon Street 49th Floor, Boston, MA 02116.

[End of FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR CONSUMER REPORTS]

Page 1 of 1

Continue

FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORTS

Rugby Architectural Building Products (the "Company") will obtain one or more investigative consumer reports about you from a consumer reporting agency for employment purposes. These purposes may include hiring, promotion, retention or reassignment. These reports may include information about your character, general reputation, personal characteristics, and mode of living. These reports may contain information regarding your criminal information or history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, social media, or other background checks. You have the right, upon written request, to request from the Company a disclosure of the nature and scope of the investigation requested for any investigative consumer report. The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources.

[End of FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORTS]

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Continue

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la 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.

STATE AND CITY NOTICES

Please provide the following information.

I certify that I am an individual seeking prospective or continued employment to work in .

I certify that I am a resident of .

AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document(s) entitled FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR CONSUMER REPORTS, FCRA DISCLOSURE REGARDING BACKGROUND INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORTS and the disclosure entitled A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and understand that a background check will be conducted by the Company.

I understand that the scope of my authorization is not limited to the present and, if I am hired, will continue throughout the duration of my employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by me in writing.

I hereby authorize the obtaining of investigative consumer reports by the Company at any time after receipt of this authorization. To this end, I authorize 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 All Clear Screening and/or the Company.

I understand that by checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "SIGN ACKNOWLEDGMENT" button below, this represents my electronic signature, dated as of when I click on the "SIGN ACKNOWLEDGMENT" button, and that by doing so:

- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling All Clear Screening at Phone: 617-938-3801

I AGREE

Type Name: Type Last Four Digits of your Social Security Number/User ID:

Please note: the last four digits of your SSN or User ID may be required at a later time for verification purposes.

[End of AUTHORIZATION FOR BACKGROUND CHECK]

Sign Acknowledgement

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Please provide your **legal name** as shown on your driver's license or other government issued identification.

* Last Name: * First Name: Middle Name: Generation: * SSN: * DOB:

* Phone Number:

+ Former Name/Alias

Cancel

Next →

© 2001-2023 – This Software Copyrighted – All Rights Reserved.

Current Address

Current Address

United States of America

STREET ADDRESS

ZIP CODE CITY -

+ Previous Address

Cancel

Next →

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Please review your information for accuracy. If you would like to make changes, please click "Edit" (✎) next to an item. When you are finished, click the "Submit" button.

Applicant: ✎

TEST TEST
(123-45-6788, 01/01/1990)

Current Address: ✎

16714 E 50TH PLACE
TULSA, OK 74134

Search Summary for RugbyABP Standard + Drug (\$78 + applicable fees)

Occupational Health ✎

Requested

Application Notes

Cancel

Submit →

Confirmation

Thank you for completing your online background questionnaire. Your confirmation number is **2080**. You may be asked for it if you need to contact Rugby Architectural Building Products at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), All Clear Screening.

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

Drug Testing: We will be emailing you additional information for your drug test shortly. If you do not receive it within 1 business day, please contact us.

Rugby Architectural Building Products

1 Pillsbury St
Concord, NH 03301-3556
Phone: (617) 938-3801

All Clear Screening

200 Clarendon Street 49th Floor
Boston, MA 02116
Phone: 617-938-3801

Print Authorization

Print Confirmation

When you are finished, please close this browser tab or window.

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Rugby Architectural Building Products Background Questionnaire Confirmation

External Inbox x



Rugby Architectural Building Products <automation@instascreen.net>
to me ▾

8:16 AM (0 minutes ago)



February 17, 2023

Hello TEST TEST,

Thank you for filling out our background questionnaire. **Your file number is 2080**. Use this number when referring to your background screening report. If you have any questions regarding next steps, please contact us using the information below.

Thank you,

Rugby Architectural Building Products

jkim@clearcompany.com

Phone: (617) 938-3801

1 Pillsbury St
Concord, NH 03301-3556

NOTE: If you have any questions regarding your background screening report, please contact the background screening agency below.

All Clear Screening
Phone: 617-938-3801
200 Clarendon Street 49th Floor
Boston, MA 02116

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donotreply@escreen.com

to me ▾

8:18 AM (0 minutes ago)



Please print and bring this attachment with any employer provided documents and a valid photo ID to the address below to complete your employment screening requirements for Rugby Architectural Building Products.

Your confirmation # is: **AI7352657255**

PicMed - Tulsa
11014 E 51ST ST
TULSA, OK, 74146
Phone: (918) 438-5005

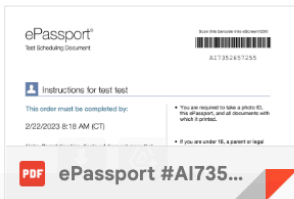
To get driving directions [Click Here.](#)

If you need to go to a different site or change your scheduled time, please contact Ji Kim with your request.

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One attachment • Scanned by Gmail ⓘ





Instructions for test test

This order must be completed by:

2/22/2023 8:18 AM (CT)

Note: Completion time displayed does not mean that the service provider is open until the time shown.

Please proceed to the following location:

PicMed - Tulsa
11014 E 51ST ST
TULSA, OK 74146

Phone: 918-438-5005 Fax: 918-438-5010

Note: Please visit the service provider's website or call to confirm operational hours.

- You are required to take a photo ID, this ePassport, and all documents with which it printed.
- If you are under 18, a parent or legal guardian may be required in order for services to be performed. Verify with the service provider before arriving.

Instructions for Service Provider

Providers with eScreen123 must scan ePassport into eScreen123. Use eScreen Scheduled Event Account.

Bill services to: eScreen, Inc., PO Box 25902,
Overland Park, KS 66225

Regulation: NON-DOT

Reason for Test: Pre-employment

Services(1): 1. xCup 10 Panel

Account: 120169-6
Rugby Architectural Building Products
Account Type: National Account

Participant ID:

