

PRIOR EMPLOYMENT VERIFICATION ADDENDUM TO SELECTION.COM SERVICE AGREEMENT

This Addendum specifically addresses the procedures Selection.com will follow when Prior Employment Verification Reports are requested. Selection.com will always contact an applicant's prior employers up to the number requested by the client. Prior employers will be contacted even if the applicant states on the application that the prior employer should not be contacted.

It is important that Selection.com be provided, at a minimum, with the prior employer's full name, the city and state where the applicant worked and the prior employer's telephone number. If an accurate telephone number is not provided, Selection.com will obtain the information through directory assistance, at an additional fee of \$1.00 per employer. Selection.com will make three separate attempts to contact the prior employer. If Selection.com is unable to make contact, this will be so stated in the report. Selection.com will call 900 numbers, such as "The Work Number For Everyone[®]," to verify employment provided that the client agrees to pay Selection.com an additional fee of \$10.00 per call to cover the toll charge associated with each such call.

Understanding that there are certain sensitivities involved in contacting an applicant's current employer, it is Selection.com's policy to allow each client to set the parameters in this regard. If allowed to contact the current employer, Selection.com will verify the dates of employment, job title and current wage. Also, Selection.com will ask if the applicant's outlook for continued employment with this employer is good. Selection.com will not ask about work performance, eligibility for rehire or reason for leaving. By signing below, client acknowledges that this subject was discussed and understood.

As an authorized representative of the client, the undersigned hereby requests that Selection.com contact current employers as follows:

- _____ Selection.com should contact current employers for all applicants.
- _____ Selection.com should not contact current employers for any applicant, unless the applicant states on the application that such contact is authorized.
- _____ Selection.com should not contact current employers for any applicant, unless specifically instructed to do so by the client.
- _____ Submission will be via Fastrax Online[®] and Selection.com may contact only those employers entered for verification under parameters chosen on this addendum.

As an authorized representative of the client, the undersigned hereby selects that:

- _____ Selection.com call 900 numbers to verify employment at an additional fee of \$10.00 per call for this service.
- _____ Selection.com not call 900 numbers to verify employment.

Additionally,

- _____ Selection.com may contact the applicant for information regarding a prior employer.

Client Name

Date

Authorized Client Signature

Authorized Selection.com Signature