

**SPECTRA FOOD SERVICE & HOSPITALITY'S NOTICE OF APPLICANT BACKGROUND CHECKS & EMPLOYEE INVESTIGATION POLICY**

Ovations Food Services, LP recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-workers, guests and others. For purposes of furthering these concerns and interests, Ovations Food Services, LP reserves the right to investigate the individual's prior employment history, criminal history and financial/credit history, as well as other information relevant to the position and workplace that is reasonably available to Ovations Food Services, LP. Consistent with these practices, all job applicants will be asked to sign a Request, Authorization, Consent and Release of Information to Ovations Food Services. Consistent with legal requirements, Ovations Food Services reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the Request, Authorization, Consent and Release form as requested.

In addition, Ovations Food Services may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-workers, guests or others. Employee investigations may include search of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Ovations Food Services' lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

**REQUEST, AUTHORIZATION AND CONSENT TO RELEASE EMPLOYMENT INFORMATION, INVESTIGATION OF CRIMINAL RECORDS AND RELEASE OF FINANCIAL/CREDIT INFORMATION.**

I request, authorize and consent to the release of information to Ovations Food Services regarding my previous employment and authorize all past employers, or agents that they may designate, to respond to verbal or written inquiries regarding my employment record, including, but not limited to, positions held, dates of employment, last pay rate, work performance, disciplinary records, reliability and any incidents of dishonesty, insubordination, violence, and/or unsafe, harmful or threatening behavior, including information based upon materials in my personnel file.

Additionally, I request, authorize and consent to Ovations Food Services' thorough investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. Ovations Food Services has advised me that its criminal background check will focus on convictions. I understand that a criminal record will not necessarily disqualify me from employment.

<b>Applicant's Full Name (Last, First, Middle):</b>	
<b>Other Names (Maiden, Nickname, etc.):</b>	
<b>Social Security Number:</b>	<b>Date of Birth*:</b>
<b>Applicant's Address (include City, State ZIP):</b>	
<b>Applicant's Signature:</b>	<b>Date:</b>

\*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.

The following is to be completed by the Hiring Manager or Human Resources only:

<b>Background Check Completed By:</b>	<b>Date Completed:</b>
<b>CSS Work Order Number:</b>	<b>Acceptable Result (circle):</b> YES      NO