



An EDISON INTERNATIONAL® Company

# Temporary Access Authorization for Supplemental Workforce

(Agency, Contract, Consultant, and Vendors)

Please read each section carefully and provide all information requested.

- Please use BLACK ink
- Type or PRINT all answers
- ALL sections MUST be completed
- If space is not adequate for complete answers, attach a supplemental sheet to this form.

**SCE Supervisor MUST complete the shaded area below.**

Start Date	Date Assignment Ends	Applicant's Job Title	Business Unit	Agency or Contractor Name	Supv. PAX No.
SCE Supervisor/Manager Pony Address		SCE Supervisor's Name (Print)			Function No.
		Signature			

To Be Completed By Supplemental Applicant

NAME Last		First		Middle In Full	
Other Names Used — Include Former Names, Prior Married Names, etc.			Social Security Number	Driver's License Number (Include State)	
HOME ADDRESS (No P.O. or drop boxes)		Number	Street	Apt.	Date of Birth (m/d/y)
City		State	Zip Code	Place of Birth	Passport I.D. No.

EMAIL
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PHYSICAL DATA	Height	Weight	Hair (color)	Eyes (color)	Sex
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**EMPLOYMENT:** Have you ever been employed by SCE or affiliated companies?  
 Yes  No  From \_\_\_\_\_ To \_\_\_\_\_

For the last 7 years (or from your 18<sup>th</sup> birthday if you are age 27 or younger) please list all employment by name of employer, job title, address, city and state, and telephone number. **List all periods of unemployment.** List any military service by branch and location (include DD214 if within the investigative period). List schools attended during this same period. List activity in chronological order, starting with the present. Your Temporary Access Authorization Form will not be processed unless this is completed accurately. If additional space is required, please complete a supplemental sheet.

Mo/Yr	Mo/Yr	Employer/School/Military/Unemployed (List employer's name, school name or military branch)
From ____ / ____	To Present	Job Title _____ Address (No abbreviation) _____ City, State _____ Telephone No. _____
From ____ / ____	To ____ / ____	Job Title _____ Address (No abbreviation) _____ City, State _____ Telephone No. _____

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**RESIDENCES:**

For the last 7 years (or from your 18th birthday if you are age 27 or younger) list your residential addresses. If you cannot recall the exact address, list the city and state where you lived, starting with your present city of residence. You must account for the previous 7 years or from your 18th birthday.

Mo/Yr	Mo/Yr	Address	City (No abbreviation)	State
From ____ / ____	To Present			
From ____ / ____	To ____ / ____			
From ____ / ____	To ____ / ____			
From ____ / ____	To ____ / ____			
From ____ / ____	To ____ / ____			
From ____ / ____	To ____ / ____			
From ____ / ____	To ____ / ____			

Do you currently have any relatives employed by SCE? ..... Yes  No  Work Location \_\_\_\_\_  
Name \_\_\_\_\_

**CRIMINAL CONVICTION**

The Southern California Edison Company conducts a criminal background investigation on Supplemental Workforce personnel. Carefully consider your response. **Any false or misleading statement or omission of material fact may result in denial of access.** If you are not sure how to respond to a question, please ask.

**Exclude (1) traffic infractions (2) juvenile convictions (3) sealed records (4) expunged records (5) full pardons (6) pretrial or post trial diversion programs (7) convictions for marijuana-related offenses that are more than 2 years old.**

- A conviction will not necessarily deny you access.
- If you answer yes to any of the below questions, request and complete form 3-60-2 Statement of Criminal Convictions form. You will be required to provide full details of your conviction.
- If the position requires you to drive a vehicle and you have had three or more moving violations within the past two years, request and complete form 19-138-2, Statement of Moving Traffic Violations.

During the last 7 years, have you ever been convicted of a felony? ..... Yes  No

Examples of felonies: (not inclusive)

- Homicide
- Rape
- Robbery
- Burglary
- Forgery
- Illegal drugs
- Mayhem
- Grand Theft
- Hit and run with injury or death resulting from the accident
- Auto Theft
- Any out-of-state-felony convictions
- Driving under the influence of alcohol and/or drugs with injury or death resulting from the accident

During the last 7 years, have you ever been convicted of a misdemeanor? ..... Yes  No

Examples of misdemeanors (not inclusive):

- Assault
- Battery
- Reckless driving
- Petty theft
- Trespassing
- Hit and run without injury
- Malicious mischief
- Disorderly conduct
- Driving on a suspended or revoked license
- Speed contest
- Failure to appear/warrant
- Driving under the influence of alcohol and/or combined influence of alcohol and drugs
- Unlicensed driver

Do you currently have any outstanding failures to appear/warrants? ..... Yes  No

(include Failure to Appear and warrants beyond the 7 year period if still outstanding)

Are you currently on probation? ..... Yes  No

Are you currently on parole? ..... Yes  No

Do you have any criminal cases pending? ..... Yes  No

**CERTIFICATION**

I certify that the above information is correct and complete to the best of my knowledge and belief. **I make this statement to the Southern California Edison Company with knowledge that any false or misleading statement or omission of material fact may result in denial of access.** Further, I authorize Southern California Edison Company to verify any of the information I have submitted in this questionnaire. I understand that my access may be denied by either the Company or me at any time without advance notice, with or without good cause. This would not waive any of the protection afforded me by Federal law or existing labor agreement. I have read all of the above, and agree with its contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## DISCLOSURE AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS

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This form, which you should read carefully, has been provided to you because Southern California Edison may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The Company will use any such report(s) solely for employment-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., (“HireRight”) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are being given a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” prepared pursuant to 15 u.S.c. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

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### CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the Company in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the Company by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company. I understand that if the Company hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

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I acknowledge that a fax or copy of this Disclosure and Authorization bearing my signature shall be as valid as the original. This authorization is valid for any consumer report requested at any time during the tenure of my employment. I hereby agree to release Southern California Edison Company and HireRight, Inc., their respective owners, directors, officers, employees, agents and any other related persons or entities from any and all liability for damages of whatever kind or nature, whether known or unknown, which may at any time accrue to me on account of (1) reliance by such persons or entities on the information submitted in my employment application, (2) reliance by such persons or entities on the information obtained pursuant to this authorization, (3) compliance with or any attempt to comply with this authorization and (4) termination of my employment, or denial of my access based on information obtained pursuant to this authorization. This release is valid for all federal, state, county and local agencies and authorities, and also private sources. I acknowledge that I have received a copy of the *Summary of Rights Pursuant To The Fair Credit Reporting Act (FCRA)* and *California Investigative Consumer Reporting Agencies Act (ICRAA)*.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Social Security # \_\_\_\_\_ Date of Birth (for ID purposes only) \_\_\_\_\_  
Present Address \_\_\_\_\_ DL # \_\_\_\_\_ State \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:**

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.

Attachments:

- (1) *A Summary of Your Rights Under The Fair Credit Reporting Act*
- (2) *California Investigative Consumer Reporting Agencies Act*

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*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A, 600 Pennsylvania Avenue, N.W., Washington, D.C. 20580.*

## 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.ftc.gov/credit](http://www.ftc.gov/credit) or write to:**

**Consumer Response Center, Room 130-A  
Federal Trade Commission  
600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20580**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.
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- **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.ftc.gov/credit](http://www.ftc.gov/credit).
- **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.ftc.gov/credit](http://www.ftc.gov/credit).

**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. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580      1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219      800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551      202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552      800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314      703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, MO 64108-2638      1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590      202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator — GIPSA Washington, DC 20250      202-720-7051

## **A SUMMARY OF YOUR RIGHTS UNDER THE CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

The California Investigative Consumer Reporting Agencies Act (ICRAA) gives you specific rights that, in summary, are as follows:

- The consumer reporting agency must supply its files and information about you during normal business hours upon reasonable notice from you.
- You are entitled to view the files maintained about you in person if you so choose.
- To view your file in person, you must provide proper identification. You cannot be charged a fee to view your file, but if you want a copy you can be charged a fee not to exceed the actual cost of duplication.
- You are entitled to make a written request for a copy of your file to be sent to you. The request must be sent by certified mail, and you may be charged a fee for the copy.
- You are entitled to request in writing that the consumer reporting agency contact you by telephone to inform you of the information in your file. If you do this, you must provide telephone contact information and must arrange for payment of any toll charges related to the call.
- The consumer reporting agency can ask you for proper identification to verify that you are the consumer on whom its file is maintained. This includes such documents as a valid driver's license, social security account number, military identification card and/or credit card. If you are not able to reasonably identify yourself with one of the foregoing types of information, then the consumer reporting agency may require that you provide additional information to verify your identity.
- The consumer reporting agency must provide a trained person to explain the information contained in your file.
- You are entitled to a written explanation of any coded information that is maintained in your file.
- When reviewing your file, you are entitled to be accompanied by one other person of your choosing. This person can be required to furnish reasonable identification, and the consumer reporting agency can require that you provide written permission for discussion of your personal information in the other person's presence.