



Additional Conditions for Engagement at ADP, LLC

1. In connection with my engagement with ADP, LLC (including its subsidiaries and affiliates) (“ADP”), I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment. I also understand that I will be required to undergo a background check, including a criminal record check and substance abuse testing.
2. I understand that as directed by my employer _____ (insert agency name) and consistent with the engagement described, ADP may be requesting information from public and private sources about my workers’ compensation injuries, driving record, court record, education, credentials, credit and references. I also understand and authorize my employer _____ (insert agency name) to release a copy of my **background check report(s), substance abuse test results and reports containing my personal identification information to ADP before, during or subsequent to my engagement with ADP.**
3. If engaged at ADP, I also understand and agree that I may be required to undergo additional background checks or substance abuse testing as a condition of my continued engagement.

Signed this ___ day of _____, 20__

By: _____

Name: _____