

Job Applicants

What Information We Collect

Personal Information. We may collect categories of “Personal Information” from you as part of your employment application and/or employee onboarding process, including:

- Your name
- Your contact information, including mailing address and address history for at least the past 10 years, email address, and phone number
- Information about your professional registrations and/or licenses
- Your date of birth and social security number
- Your citizenship information
- Your immigration information
- Your education information, including education institution information and degree and graduation information
- Your employment history (for at least the past 10 years), including job title, functions, and organization
- Personal disclosures for job applicants, including criminal record information
- Information related to your drug screening
- Your consumer report and/or investigative consumer report
- Information about your and/or your relatives’ political affiliations, political contributions, and prior employment
- Any other identifying information you choose to provide

How We Use Information Collected

We may use your Personal Information for purposes relating to your job application and/or employment, including:

- Determination of suitability for employment
- Background screening
- Drug screening
- Employment screening
- Compliance screening, including analysis on politically exposed persons, political contributions
- Immigration sponsorship
- To respond to your questions or comments, or to provide you with requested information
- To sign you up for events
- To send you updates about your application or employment opportunities
- To provide the electronic employment application to you

We may also collect and use “Personal Information” as follows:

Category of Personal Information Collected	Examples	Business Purpose for Collection of Personal Information
Benefits, payroll, compensation, security and emergency contact information	Insurance policy number, bank account number, federal and state tax credits claims, credit card number, debit card number, or any other financial information, medical information, health insurance information, beneficiary information, physical characteristics, description, photographs, video, emergency contact name, emergency contact information and telephone number	Payroll and benefit administration, legal issues/compliance, emergency response, security
Internet, computer, or other similar network activity	Use of the company’s computer system, browsing history, search history, information regarding interaction with a website, application, or advertisement, email, instant messaging, or voicemail messages	Information technology administration, work supervision, investigations, communications, performance evaluation, compliance with company policies and procedures, discipline, legal issues/compliance
Professional or work-related information	Current or past job history or performance, conduct, performance evaluations	Evaluation and advancement, investigations, discipline, legal issues/compliance