

Background Check Authorization Form



Applicant Agreement and Release

I, the undersigned applicant, do hereby certify that all information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that falsification of any information on company documents may lead to denial of employment or termination.

In connection with my application for employment, I understand that investigative background inquiries will be made about me that can include consumer credit, education verification, criminal convictions, motor vehicle records check, workers' compensation, and others. These reports will include information as to my character, general reputation, work habits, performance, and experience, along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various federal, state, and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences.

I authorize, without reservation, any party or agency contacted by _____ (QualityPro employer name) to furnish the above-mentioned information prior to or at any time during my employment. ***The information on this form will be used solely for the purpose of conducting background checks to determine employment eligibility and will be maintained in a confidential file, separate from the general personnel file.***

I hereby release all of the persons and agencies providing such information from any and all claims, damages, or liabilities connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge _____ (QualityPro employer name) to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieval and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information contained in a consumer credit report.

Applicant Information and Signature

I understand that to aid in the proper identification of my file or records, the following information is necessary:

Print Your Name _____

Current Address _____

Soc. Sec. No. _____ Date of Birth _____ Sex _____ Race _____

Drivers' License No. _____ State _____

Applicant's Signature _____ Date _____

Applicant Request for Records

If the company obtains records from a consumer reporting agency, such as my credit report, (*applicant, select one*):

I would like a copy I would not like a copy



The back of the form must be completed

Applicant Data for Background Checking Purposes

(Release from page 1 applies to this information)

1. What position are you applying for? _____

2. Have you lived in any state(s) or countries other than the one you currently reside in? Yes No

3. If yes, please list the state or country and the dates you resided in each:

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

State/Country _____ From _____ To _____

Former Address _____

4. Do you have a valid driver's license issued in any state(s) other than the state you currently reside in? Yes No

5. If yes, list state(s) and driver's license number(s):

State _____ **Driver's License Number** _____

State _____ **Driver's License Number** _____

6. Are you known by any other name? Yes No *(Include maiden name, if applicable)*

7. If yes, please print name(s): _____

8. Have you ever been issued or have you ever used another Social Security number? Yes No

9. If yes, list number(s) _____