

Pre-Employment Inquiry Authorization Release

- I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that **(enter company name here)** or its authorized agents may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with **(enter company name here)**'s consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with **(enter company name here)**, and give my full consent for this information to be obtained.
- II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
- III. I understand that if I am a resident of **Minnesota or Oklahoma (only)** I may obtain a copy of the report ordered, and now indicate my desire to do so by checking this box ☐.
- IV. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, employer or insurance company contacted by **(enter company name here)** or our authorized agents, to furnish the information described in Section I.

APPLICANT – PLEASE COMPLETE THE FOLLOWING:

Signature _____

Today's Date _____

Print Name: (First) _____ (Middle) _____ (Last) _____ (Maiden) _____

Other Names Used _____

Current Address Since: (Mo/Yr) _____ (Street) _____ (City) _____ (State/Zip) _____

Current Address Since: (Mo/Yr) _____ (Street) _____ (City) _____ (State/Zip) _____

Current Address Since: (Mo/Yr) _____ (Street) _____ (City) _____ (State/Zip) _____

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

_____ Date of Birth

_____ Social Security Number

_____ Driver's License Number and State

_____ Name as it appears on License

Have you ever been convicted of a crime? ☐ No ☐ Yes If yes, please provide city and state of conviction and details of conviction.

FAIR CREDIT REPORTING ACT NOTICE:

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, DirectScreening.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Our authorized agent, DirectScreening.com, has a policy that requires purchasers of these reports to have signed a Service Agreement. This assures DirectScreening.com that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact DirectScreening.com at 190 Haverhill Street, Methuen, MA 01844.

NOTICE TO CALIFORNIA CANDIDATES

You have a right to obtain a copy of any consumer report or investigative consumer report obtained by **(enter company name here)** by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

☐ I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by DirectScreening.com during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at DirectScreening.com in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.