

# Contract Employee Background Check

## Notice to Job Applicants

Your prospective employer has contracted with \_\_\_\_\_ a licensed, Private Investigations Agency to verify certain information contained in your application for employment, conditional job offer or provided you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. **Please complete all information requested.**

Personal Information (Please Print using black ink.)	
It is possible that your employment may be determined in whole or in part by your prospective employer using data from this report Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.	
Applicant's Legal Name:	
Please provide any other name used for prior employment or school that differs from the above.	
Other Names Used:	
Date of Birth (MM/DD/YY):	Social Sec. No.:
Driver's License No.:	State:
Permanent Home Address: _____ (STREET ADDRESS) (APT. NO.) _____ (CITY) (STATE) (ZIP)	
Home Phone:	Pager:
Cell No.:	E-mail:

## Check One:

Gender:  Male  Female      Marital Status:  Single  Married

Have you ever been convicted of a felony?  Yes  No      Have you ever filed for bankruptcy?  Yes  No

Emergency Information	
Contact Name	Relationship:
Home Phone:	Work No.:
Cell No.:	Pager No.:

**Residential History (List all residential addresses in the last seven years)**

Address:			
City/State/Zip:		From:	To:
Address:			
City/State/Zip:		From:	To:

**Education History (List all schools attended)**

College/University/Trade School:			From:	To:
City/State:		Phone:		Degree Earned:
Major:	GPA:	Minor:	GPA:	
College/University/Trade School:			From:	To:
City/State:		Phone:		Degree Earned:
Major:	GPA:	Minor:	GPA:	

**Employment History (List all jobs held in the last seven years)**

May we contact your present employer?  Yes  No

Most recent company name:		Phone:	
Address:		City/State/Zip:	
From:	To:	Title:	
Salary:		Reason for Leaving:	
Second company name:			Phone:
Address:		City/State/Zip:	
From:	To:	Title:	
Salary:		Reason for Leaving:	
Third company name:			Phone:
Address:		City/State/Zip:	
From:	To:	Title:	
Salary:		Reason for Leaving:	

**Applicant Consent:** I understand and agree \_\_\_\_\_ will verify all or part of the information I have given my prospective employer. I understand that this verification may include any inquiry into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

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