

**CONFIDENTIAL**

**Organization Name  
Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

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

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize **(Organization Name)** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **(Organization Name)** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **(Organization Name)**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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

# BACKGROUND CHECK APPLICATION, continued

Rev 7/2009

## BACKGROUND QUESTIONS

### SECTION G

		Yes	No
1	<b>Criminal Disclosure</b>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Have you ever been convicted* of any felony or misdemeanor criminal offense? **	<input type="checkbox"/>	<input type="checkbox"/>
	b) Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any criminal proceeding? **	<input type="checkbox"/>	<input type="checkbox"/>
	c) Do you have any criminal arrest or citation, which has yet to be adjudicated? **	<input type="checkbox"/>	<input type="checkbox"/>
	d) Are you a fugitive from justice?	<input type="checkbox"/>	<input type="checkbox"/>
e) Are you presently on parole or probation or paying any restitution or fine? * "Convicted" includes a guilty or "no contest" plea, verdict of guilty by a judge or jury, or a forfeiture of bail. All convictions must be disclosed, even if they were later dismissed, a diversion program completed, or occurred when a minor. ** Include major traffic violations such as DUI, reckless driving, or driving while suspended or uninsured.			
2	<b>Regulatory Disclosure</b>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Have you ever had a trade, occupation or professional license (other than your driver's license) or registration fined, reprimanded, suspended, involuntarily terminated, revoked or otherwise subject to any type of disciplinary action whether or not you were ultimately sanctioned? *	<input type="checkbox"/>	<input type="checkbox"/>
	b) Have you ever surrendered or allowed to expire a professional license (other than your driver's license) or registration, or were permitted to resign after allegations were made against you, in connection with or while under investigation, or while an action was pending? *	<input type="checkbox"/>	<input type="checkbox"/>
	c) Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by the authority that issued the professional license or registration? *	<input type="checkbox"/>	<input type="checkbox"/>
	d) Have you ever received an adverse decision or judgment against you in a criminal, civil, or administrative action related to your business or professional activities? *	<input type="checkbox"/>	<input type="checkbox"/>
	e) Have you ever acted, or attempted to act, in a regulated profession at a time when you were not licensed or legally authorized? *	<input type="checkbox"/>	<input type="checkbox"/>
	f) Have you ever had an application for a license or registration denied or issued with restrictions or limitations? *	<input type="checkbox"/>	<input type="checkbox"/>
g) Have you ever been terminated from any employment for theft, fraud, or dishonesty? * Include if you were a participant in a partnership, corporation, or other business entity that was the subject of such action.		<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Civil &amp; Financial Disclosure</b>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Have you ever received an adverse decision or judgment against you related to a real property matter? *	<input type="checkbox"/>	<input type="checkbox"/>
	b) Do you have any unsatisfied judgments or liens against you? *	<input type="checkbox"/>	<input type="checkbox"/>
	c) Are you currently in arrears for child support?	<input type="checkbox"/>	<input type="checkbox"/>
	d) Have you filed bankruptcy (personal or professional) in the past ten years? *	<input type="checkbox"/>	<input type="checkbox"/>
e) Are you currently awaiting trial or a Court verdict in any civil proceeding (not including divorce or child custody)? * * Include if you were a participant in a partnership, corporation, or other business entity.		<input type="checkbox"/>	<input type="checkbox"/>
4	<b><u>If you answered 'yes' to any of the questions above, you must send the following with this application:</u></b>		
	a) A detailed, written statement of explanation for each 'yes' answer. Include dates, location, involved agencies and/or courts, nature, circumstances and disposition. Date and sign your written statement.		
	b) A 5-year employment history. Include the name, address and telephone number of your employer(s), dates and a brief description of your job duties. Account for all your time employed, unemployed, retired, homemaker and/or student.		
	c) Current, original letters from at least 3 persons (not relatives) attesting to your good character and reputation. Letters must be signed, dated, and include contact information.		
d) If the incident(s) occurred in the past ten years, copies of official documents, such as a judgment or order, that confirms the nature of the incident and current status or disposition. Documents not required for bankruptcy (still must submit a, b & c above).			
You may also attach additional information you'd like to have considered during the background check process.			

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