Pre-employment Booklet

File No.: ______________________________

APPLICANT’S NAME: _____________________________________________________________
(First) (Middle) (Last)

Company/agency applying with: ___________________________________________________

Requested by: ___________________________ Phone No.: ________________

Location of interview: __________________________ Interlocutor: ________________

Oral report to: ___________________________ Date: ___________________________

Time in: ___________ Time out: ___________ Code: MA A LA UA

INSTRUCTIONS

Please read and sign the “Consent/Release Form” to allow our investigative agency to perform your background investigation.

This process is designed to identify one out of ten applicants who have engaged in serious unacceptable past behavior.

Nine out of ten applicants should do well, but only seven do!

Two of these nine applicants that should do well deliberately withhold, or lies, about information that is later uncovered during our investigation.

Usually this information would not have been serious enough to have affected their chance for employment, however, since they did not tell the truth, it show either a lack of integrity or maturity on their part, and they are eliminated for consideration.

Therefore, it is extremely important that you answer every question truthfully. Your background investigation is only one component of the employment decision. We do not expect you to be a saint! We do except you to be truthful.
Remember, this is an employment background form. Clarity and legibility are a reflection of you. Use only a pen. Do not make any corrections. Think before you write!

EMPLOYMENT CONSENT AND RELEASE FORM

In connection with my application for employment with this potential employer:

____________________________________________________________________

I understand that investigative background inquiries are to be made on myself including, but not limited to, CONSUMER/CREDIT, CRIMINAL, DRIVING, EDUCATIONAL, EMPLOYMENT, AND OTHER INFORMATION. These reports will include information as to my character, work habits, performance, and experience, along with reasons for terminations of past employment. Furthermore, I understand that you will be requesting information from various Federal, State, Local, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences, as well as claims involving me in the files of insurance companies.

I authorize, without reserve, any party or agency contacted by _________________________________, Inc., or by this potential employer, to furnish any and all information they have regarding me.

I further agree to allow an agent of ________________________________, Inc., to perform a Pre-employment Security Assessment Interview with me. I understand that falsification of any information during this interview by result in my disqualification for the position for which I am applying for.

I hereby release, remise, waive, and forever discharge all and each of ________________________________, Inc., this potential employer, and any agency, institution, or business releasing information, as well as their successors, assigns, agents, servants, officers, workmen and employees, from any and all actions which I have now, or may ever have resulting directly or indirectly, or remotely resulting from any information released, the Pre-employment Security Assessment Interview, any written attitude test I take, or, from the written or oral opinions rendered in the course of this investigation.

PRINT FULL NAME: __________________________________________

APPLICANT'S SIGNATURE: ______________________________________

WITNESS: ___________________________ DATE: _________________