



# BACKGROUND CHECK RELEASE FORM-employment

PER FCRA: 1) Signing this authorizes a background check. 2) You may not be offered a position based on it. 3) Your employer will advise you if that's their intention. You can review the report and dispute errors prior to official turnaround.

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ SOC.SEC# \_\_\_\_\_ FULL DATE OF BIRTH \_\_\_\_\_ / / \_\_\_\_\_  M  F

PRESENT Address \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_ County \_\_\_\_\_ Years \_\_\_\_\_

PRIOR Address \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_ County \_\_\_\_\_ Years \_\_\_\_\_

List any other counties in which you resided in the last seven years.

Race \_\_\_\_\_ (TBI, IN State Police and FDLE require race to run these reports)

DRIVER LIC# \_\_\_\_\_ STATE: \_\_\_\_\_ Your phone( ) \_\_\_\_\_ Other names used \_\_\_\_\_

COLLEGE 1) \_\_\_\_\_ City,ST \_\_\_\_\_ Dates(years) there: \_\_\_\_\_ DEGREE? \_\_\_\_\_

2) \_\_\_\_\_

H.SCHOOL \_\_\_\_\_ City,ST \_\_\_\_\_ Dates(years) there: \_\_\_\_\_ Graduate? \_\_\_\_\_

DEGREES/LICENSES \_\_\_\_\_ YEAR EARNED \_\_\_\_\_ Name then if different \_\_\_\_\_

LIST ALL CONVICTIONS INCLUDING TRAFFIC (Indicate "M" for misdemeanor or "F" for felony.)

YR.	NATURE OF OFFENSE	WHERE(CITY/ST COUNTY)	YR.	NATURE OF OFFENSE	WHERE (CITY,ST,COUNTY)
1)	_____	_____	2)	_____	_____
3)	_____	_____	4)	_____	_____

Use space here for others: \_\_\_\_\_

NOTE: INABILITY TO IDENTIFY YOUR PRIOR EMPLOYMENT CAN CANCEL OR DELAY PROCESS. BE VERY THOROUGH IN THIS PART.

PRIOR EMPLOYER NAME	STREET	CITY/ST	PHONE NUMBER	SUPV'R NAME	DATES THERE
1) _____	_____	_____	( ) _____	_____	FROM _____ TO _____
YOUR POSITION _____	EARNINGS _____	WHY LEFT? _____	CO-WORKER NAME _____		
2) _____	_____	_____	( ) _____	_____	FROM _____ TO _____
YOUR POSITION _____	EARNINGS _____	WHY LEFT? _____	CO-WORKER NAME _____		
3) _____	_____	_____	( ) _____	_____	FROM _____ TO _____
YOUR POSITION _____	EARNINGS _____	WHY LEFT? _____	CO-WORKER NAME _____		

CIRCLE ANY EMPLOYER WE'RE NOT FREE TO CONTACT. PLACE CHECK MARK BY ANY EMPLOYER YOU ARE INELIGIBLE FOR REHIRE.

I hereby authorize the release to Background Bureau, Inc., (BBI) an independent pre-employment screening agency, of any information held by any parties regarding my prior employment, criminal, credit, driving, workers comp. and educational history as well as information regarding my general character and reputation. I release any providers of such information from any liability for providing same. I understand the information may be reviewed initially and periodically by BBI and reported to my prospective/actual employer.

I agree falsification may make me ineligible for employment or subject to immediate dismissal, if hired. I further acknowledge that BBI is relying on third party information and I therefore release BBI, my prospective employer, and their respective owners, officers, agents and employees from any and all liability arising out of errors or omissions. If not hired, based on the report, I understand I have rights under FCRA laws including the right to review my report and correct errors.

I certify this employer provided me a copy of NY Correction Law Article 23-A, which I've read and understand.

Signed \_\_\_\_\_

Client: \_\_\_\_\_ Ph: \_\_\_\_\_ Attn: \_\_\_\_\_ Return via: \_\_\_\_\_

County  All priors  State  Multistate  KY Pre Trial  Credit  Driving  IDTrace/ Chk  OH Crim Comp

Employment:  Verify/ Investigate  Verify Ed  Verify License  IN State Police  Vanti-National