

**RELEASE AND AUTHORIZATION**

I [Applicant] in connection with my application for employment at [Employer], hereby authorize [Employer] ("Company") and ScreeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Company for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Company or Screening One.
5. I further release all of the above, including Company and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

**COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.**

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Social Security Number

DOB<sup>1</sup>: \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_\_  
   Former Names                      Date of Name Change

\_\_\_\_\_  
Name on Drivers License                      Driver's License or I.D. Number                      State of Issue

<sup>1</sup> Date of birth month and day is mandatory, year is optional.

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED  
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES

CURRENT:

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FORMER:

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FORMER:

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FORMER:

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FORMER:

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FORMER:

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FORMER:

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May we contact your current employer?    Yes \_\_\_ No \_\_\_

## DISCLOSURE

For the benefit of Company and employees, Company has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by ScreeningOne, Inc., an outside agency. Company may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).
4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect Screening One's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained ScreeningOne personnel will explain any of the information in the report and will provide written explanation for any coded information.

## Employment Application

**Please Type or Print, Use Ink**

|   |            |                       |                        |
|---|------------|-----------------------|------------------------|
| Last Name                                       | First Name | Middle Name           | Social Security Number |
| Birth/Maiden or Other Names Used                |            |                       |                        |
| Present Address                                 |            | City                  | State      Zip Code    |
| Home Phone (with Area Code)      Business Phone |            | Position Preferred    |                        |
| Salary Desired                                  |            | Geographic Preference |                        |
| Date Available                                  |            | Referred By           |                        |

**EMPLOYMENT RECORD** List first the most recently held position. May we contact current employer? Yes  No  N/A

|                        |                      |                            |                      |       |          |
|------------------------|----------------------|----------------------------|----------------------|-------|----------|
| Company Name           |                      | Street Address             | City                 | State | Zip Code |
| From Mo/Yr             | To Mo/Yr             | Telephone (with Area Code) | Position             |       |          |
| Primary Responsibility |                      |                            | Supervisor and Title |       |          |
| Starting Salary<br>\$  | Leaving Salary<br>\$ | Reason for Leaving         |                      |       |          |

|                        |                      |                            |                      |       |          |
|------------------------|----------------------|----------------------------|----------------------|-------|----------|
| Company Name           |                      | Street Address             | City                 | State | Zip Code |
| From Mo/Yr             | To Mo/Yr             | Telephone (with Area Code) | Position             |       |          |
| Primary Responsibility |                      |                            | Supervisor and Title |       |          |
| Starting Salary<br>\$  | Leaving Salary<br>\$ | Reason for Leaving         |                      |       |          |

|                        |                      |                            |                      |       |          |
|------------------------|----------------------|----------------------------|----------------------|-------|----------|
| Company Name           |                      | Street Address             | City                 | State | Zip Code |
| From Mo/Yr             | To Mo/Yr             | Telephone (with Area Code) | Position             |       |          |
| Primary Responsibility |                      |                            | Supervisor and Title |       |          |
| Starting Salary<br>\$  | Leaving Salary<br>\$ | Reason for Leaving         |                      |       |          |

| <b>EDUCATION AND TRAINING</b> (List High School last attended and any Higher Training) |                       |                |
|--|-----------------------|----------------|
| School Name and Address/City/State   | Major Course of Study | Type of Degree |
|  |                       |                |
|  |                       |                |
|  |                       |                |

| <b>PROFESSIONAL LICENSES</b> (List any licenses or certificates you actively hold, such as insurance, medical, etc.) |                           |                       |
|--|---------------------------|-----------------------|
| Type of License (include Organization received from)   | License Number (if known) | Location (City/State) |
|  |                           |                       |
|  |                           |                       |

| <b>GENERAL INFORMATION</b>  |
|---|
| Have you previously applied with this Company? Yes <input type="checkbox"/> No <input type="checkbox"/> . If yes, when? |
| Have you ever been convicted of or pled guilty or nolo contendere to any felony or misdemeanor?                         |
| If yes to above question, provide Date(s), Location (City and State) and Disposition:                                   |

| <b>Please provide Three References who have known you for at least two years:</b> |         |   |
|---|---------|---|
| Name  | Address | Telephone (with Area Code) and/or Email |
|   |         |   |
|   |         |   |
|   |         |   |

**Please Read Before Signing**

This Company is an equal opportunity employer and does not discriminate in recruiting, hiring, compensation, promotion or other employment terms based upon age, race, sex, disability, pregnancy, marital status, religion, color or national origin.

This Company contracts out its employment background checks to Omnia Background Search, and Omnia Background Search is not bound or liable under any statement in this application for employment.

Any offer of employment will be subject to confirmation of the information contained in both this application and your resume. Some of our checking may not be complete at the time a conditional job offer is made. Should any inconsistencies, material negatives or material omissions come to light, any employment offer may be rescinded.

In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit employment.

I acknowledge that I have read and understand each of the above statements.

|                  |             |
|------------------|-------------|
|                  |             |
| <b>Signature</b> | <b>Date</b> |