



Background Check Authorization

APPLICANT NAME & CONTACT INFORMATION: _____ **Tel:** _____

E-mail: _____

APPLICANT DATA: Courts and other entities require this information for identification when checking public records. It is confidential and used for ID only.

LEGAL NAME as shown on the applicant's Social Security Card (Required) Last First Middle		SOCIAL SECURITY NUMBER	
FORMER NAMES any other names used (Required) Last First Middle		DATE OF NAME CHANGE	
NAME as it appears on Driver's License (Required) Last First Middle		LICENSE or ID NUMBER	State of Issue
POSITION HELD Title	Company	DATE OF BIRTH	

APPLICANT WORK AND RESIDENCE HISTORY: Provide City/State/ Country for the **past 7 years**, with current address first.

WORK ~ City /State	FULL CURRENT RESIDENCE ADDRESS :
WORK ~ City /State	RESIDENCE ~ City /State
WORK ~ City /State	RESIDENCE ~ City /State
WORK ~ City /State	RESIDENCE ~ City /State
WORK ~ City/State	RESIDENCE ~ City/State
WORK ~ City/State	RESIDENCE ~ City/State
WORK ~ City/State	RESIDENCE ~ City/State

DISCLOSURE, AUTHORIZATION AND CONSENT

As a matter of current policy, background check reports are obtained on current employees. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All 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 a Consumer Reporting Agency – **Vigilant Employment Screening, Inc.** (“Vigilant”). As a result, Vigilant may obtain a Consumer Report and/or an Investigative Consumer Report on you as an applicant for employment (including contract for services) or at any time during employment or contract.

1. Consumer Report: A Consumer Report consists of information deemed to have a bearing on job performance, and may include data from public and private sources, public records, prior employers and references. The scope of the report may include data concerning your driving record, civil and criminal court records, credit, worker's compensation record, education, academic credentials, qualifications, identity, past addresses, social security number, employment history, personal references and results of substance abuse screening.

2. Investigative Consumer Report: A Consumer Report may also include reference checks from former employers or references provided by the employee. Any reference check is strictly 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 your 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, you may contact **Vigilant Employment Screening, Inc., 314 Caledonia Street, Suite B, Sausalito, CA 94965 Tel: 888/742-3888.**

3. Notice to Applicants: Under the Fair Credit Reporting Act, should an employer rely upon a consumer report for an adverse action, before taking that action you will be provided with a copy of the consumer report and a summary of your rights.

4. California Applicants and Employees Only: 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 files of Vigilant during normal business hours and on reasonable notice; the inspection may be in person, by having a copy of the file mailed to you, or by receiving a verbal summary by telephone if you provide proper identification and pay for any costs involved; you may be accompanied by one other person who must provide proper identification; and trained personnel of Vigilant will explain any of the information in the report and will provide written explanation for any coded information.

5. California, Maine, Minnesota, New York and Oklahoma Applicants and Employees Only: If you want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on you that is requested, check here: Yes

6. New York Applicants and Employees Only: By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

I hereby consent and authorize Vigilant and/or its agent on the employer's behalf, to prepare a report as defined above for employment purposes (including contract for services) before employment/contract or anytime after employment/contract. I authorize and release individuals, companies, references, current and former employers/contractors, military service, schools, credit bureaus, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or Vigilant. I also agree that the report may be released to the employer where I perform my work. I agree that a copy or fax of this document shall be valid as an original and I certify that the facts and information on the form and in my resume and/or application are true and correct.

NAME	SIGNATURE	DATE