

You are welcome to use this background check and authorization form for your employment screening. Please note that, while it was developed with the aid of legal counsel, we are not lawyers and do not certify that this document will serve the needs of your organization. State and local laws vary. The language in this document refers to the type of checks SentryLink offers, and does not cover employment or education verifications. We recommend that you have your own lawyer review the forms you use.

It is important that you keep each element of this document on separate pages. You must edit this document to use your company's name, and may edit it in other ways if you choose.

For SentryLink criminal checks, we require at a minimum full name (including middle initial) and date of birth. Social security number is strongly recommended for all searches and required for any on-site search. You must also have the current residence and e-mail address of your applicant available so that we are able to send required notice letters.

In using this form you agree to indemnify and hold harmless SentryLink and its officers, directors, and employees for any claim for damages resulting thereto (including attorney's fees and expenses incurred by SentryLink in defending any claim for damages).

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[**INSERT NAME OF COMPANY**] (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report.” The consumer report may contain information regarding your criminal history and/or motor vehicle records (“driving records”), and may also contain other background information about you. As such, the consumer report may bear upon your character, general reputation, personal characteristics, and/or mode of living.

**ACKNOWLEDGEMENT AND AUTHORIZATION REGARDING BACKGROUND
INVESTIGATION**

I acknowledge receipt of the following documents: DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, and ADDITIONAL STATE LAW NOTICES. I certify that I have read and understand those documents.

I hereby authorize the obtaining of "consumer reports" about me by [**INSERT NAME OF COMPANY**] ("Company") at any time during the hiring process and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by SentryLink LLC, 7500 Greenway Center Drive, Suite 1040, Greenbelt, MD 20770, (877) 736-8791 with website www.sentrylink.com, another outside organization and/or Company itself.

I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma Applicants or Employees ONLY: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California Applicants or Employees ONLY: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW, and consent to the Company receiving "Investigative Consumer Reports" (as that phrase is defined by California law). Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Printed Name (First, Middle, Last): _____

Signature: _____

Date: _____

ADDITIONAL STATE LAW NOTICES

If you live in, work in, or are seeking work for [*INSERT NAME OF COMPANY*] (“the Company”) in Massachusetts, Minnesota, or New York, please note:

MASSACHUSETTS APPLICANTS/EMPLOYEES: You have the right to inspect and promptly receive a copy of any report requested by the Company by contacting the consumer reporting agency, SentryLink LLC, 7500 Greenway Center Drive, Suite 1040, Greenbelt, MD 20770, (877) 736-8791 with website www.sentrylink.com.

MINNESOTA APPLICANTS/EMPLOYEES: You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report by contacting the consumer reporting agency, SentryLink LLC, 7500 Greenway Center Drive, Suite 1040, Greenbelt, MD 20770, (877) 736-8791 with website www.sentrylink.com. The consumer reporting agency must make this disclosure within five days of receipt of your request or of Company’s request for the report, whichever is later.

NEW YORK APPLICANTS/EMPLOYEES: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the consumer reporting agency, SentryLink LLC, 7500 Greenway Center Drive, Suite 1040, Greenbelt, MD 20770, (877) 736-8791 with website www.sentrylink.com. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by SentryLink LLC with the contact information above.

EMPLOYEE/APPLICANT

_____	_____	_____	_____-_____-_____ Social Security Number	_____/_____/_____ Date of Birth mm/dd
Other Name(s) Maiden/Married _____		Driver's License Number _____		State _____
Email Address _____				

RESIDENCES (Starting with current)		
Street Address _____	City/State _____ Zip _____	How Long? ____
Street Address _____	City/State _____ Zip _____	How Long? ____

CURRENT EMPLOYER	CITY/STATE/ZIP	PHONE #	POSITION	MAY WE CONTACT CURRENT EMPLOYER?
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

PREVIOUS EMPLOYMENT	CITY/STATE/ZIP	PHONE #	POSITION	DATE OF EMP.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SCHOOL(S) ATTENDED	NAME OF SCHOOL	CITY/STATE	DATES ATTENDED	YEAR GRADUATED
High School	_____	_____	Not applicable	Not applicable
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

The following information is used for identification and statistical purposes. It is not used in any manner considered discriminatory under EEOC guidelines.

Date of Birth ____/____/____	Race _____	Sex _____	Telephone (____) _____
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Signature

Date Signed