SAMPLE OF BACKGROUND CONSENT FORM

REQUEST, AUTHORIZATION, CONSENT & RELEASE FOR INVESTIGATIVE BACKGROUND INFORMATION

I understand that in processing my application, YOUR COMPANY NAME may procure an investigative background report on me. Information for this report may be obtained through personal interview(s), a review of information held by law enforcement or governmental agencies, present or former employer(s), school(s), financial institution(s), or other persons having personal knowledge about me.

I further understand that YOUR COMPANY NAME will use the services of (Investigative Company), as an agent to procure this report.

These above mention reports may include but are not limited to information as to my character, general reputation, and personal characteristics, motor vehicle records, criminal records, current and former employers, military records, education records, professional and personal references. request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to, YOUR COMPANY NAME and (Investigative Company.)

This authorization in original or copy from shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act, YOUR COMPANY NAME will notify me if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that upon written request to (Investigative Company) within a reasonable amount of time after the date indicated below, I will b given a full and accurate disclosure as to the nature and substance of all information provided to Your Business Name Here. I further understand that when requesting a copy of the report, proper identification will be required and I should direct my request to:

Business Name of the Investigative Company

Street Address

City, State, Postal Code

Phone Number

This consumer authorization serves as the required, stand alone, consumer notification that a report may be requested and used for the purpose of evaluating me for employment, promotion,

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reassignment, or retention as an employee.

I understand that any decision to hire me is contingent upon the results of an investigator report. I further understand that misrepresentation or omission of information will be sufficient cause, in and of itself, for rejection or dismissal whenever discovered.

Please provide me with a copy of my background investigation report Yes No

Print Name: _____

List former names under which you have been employed:

_____

Signature: _____ Date:_____

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