**BACKGROUND CHECK DISCLOSURE**

**AND AUTHORIZATION FORM**

**Background**

1. In the interest of maintaining the safety and security of our customers, employees, and property, [COMPANY NAME] (the “Company”) will order a “consumer report” (a background report) or “investigative consumer report” on you in connection with your employment application.
2. If you are hired, or if you already work for the Company, the Company may order additional background reports on you for employment purposes.

**Background Report**

1. The background check company (“Background Check Company”) will prepare the background report for the Company.
2. The Background Check Company is located at [ADDRESS] and can be reached by phone at [PHONE NUMBER] or at their Internet Website address [WEBSITE URL].
3. The background report may include information concerning your character, general reputation, personal characteristics, mode of living, and credit standing.
4. The types of information that may be ordered include but are not limited to:
	1. Social Security number verification;
	2. criminal, public, educational and as appropriate, driving records checks;
	3. verification of prior employment;
	4. reference, licensing, and certification checks;
	5. credit reports; drug testing results; and, if applicable
	6. worker’s compensation injuries.
5. Worker’s compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made.
6. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying.
7. The information may be obtained from private and public record sources, including personal interviews with your:
	1. Associates;
	2. Friends; and
	3. Neighbours.
8. The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by the Background Check Company or another outside organization.
9. You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at [PHONE NUMBER].

**Authorization for Background Checks**

1. After carefully reading this Background Check Disclosure and Authorization form, I hereby authorize the Company to order my background report, including investigative consumer report.
2. I understand that the Company may rely on this authorization to order additional background reports, including investigative consumer reports during my employment without asking me for my authorization again as allowed by law.
3. I also authorize the following agencies and entitles to disclose to the Background Check Company and its agents all information about or concerning me, including but not limited to:
	1. my past or present employers;
	2. learning institutions, including colleges and universities;
	3. law enforcement and all other federal, state, and local agencies;
	4. federal, state, and local courts;
	5. the military;
	6. credit bureaus;
	7. testing facilities;
	8. motor vehicle records agencies;
	9. if applicable, worker’s compensation injuries;
	10. all other private and public sector repositories of information; and
	11. any other person, organization, or agency with any information about or concerning me.
4. Workers’ compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made. The information that can be disclosed to the Background Check Company and its agents includes, but is not limited to:
	1. [Information concerning my employment history;]
	2. [Earnings history;]
	3. [Education;]
	4. [Credit history;]
	5. [Motor vehicle history;]
	6. [Criminal history;]
	7. [Military service;]
	8. [Professional credentials;]
	9. [Licenses; and]
	10. [Substance abuse testing.]
5. I agree the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than the Background Check Company without asking me for my authorization again as allowed by law.
6. I also agree that a copy of this form is valid like the signed original.
7. I certify that all of the personal information I provided is true and correct.

Full name:

Maiden/other names:

|  |
| --- |
|  |
| Signature |

|  |
| --- |
|  |
| Date |

**Background Check Information**

The information requested below is collected solely for the purpose of aiding the Company in running a background check in connection with your application for employment. The employer is requesting that you provide this information to assist in conducting a thorough background check.

**For residents of, or for jobs located in Utah, please do NOT provide your date of birth, social security number or driver’s license number until instructed to do so by the Company.**

First Name:

Middle Name:

Last Name:

DOB:

Social Security Number:

Driver’s License Number:

State Issuing License:

Any other names:

**Addresses (Within the Past Seven Years)**

Present Street Address:

City/State/ZIP:

Prior Street Address from [DATE] to [DATE].

City/State/ZIP: