

Employee Background Check Authorization



APPLICANT'S NAME & CONTACT INFORMATION: _____ (_____) _____ - _____

Please Print

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

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

APPLICANT RESIDENCE HISTORY: Provide Addresses for the past 7 years, with current address first (include PO Box, Apt. #, etc), then list former addresses)

Street	City	State	Zip Code	Years
Street	City	State	Zip Code	Years
Street	City	State	Zip Code	Years
Street	City	State	Zip Code	Years

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 an outside agency - Employment Screening Resources. As a result, TriNet may obtain a Consumer Report and/or an Investigative Consumer report on you as an applicant or during employment.

- 1. Consumer Report:** A Consumer 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 your driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.
- 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 TriNet or Employment Screening Resources at 888.999.4474, or at 1620 Grant Ave., Suite 7, Novato, CA 94945.
- 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 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 ESR's files 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 ESR personnel will explain any of the information in the report and will provide written explanation for any coded information.
- 5. California, Minnesota and Oklahoma Applicants 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 No

I hereby consent and authorize TriNet and/or Employment Screening Resources (ESR) on the employer's behalf, to prepare a report as defined above for employment purposes before employment or anytime after employment. I authorize and release individuals, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or ESR. 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

Employee Background Check Authorization



TO BE COMPLETED BY TRINET CUSTOMER (required):

REQUEST FOR EMPLOYEE BACKGROUND CHECK

<input type="checkbox"/> CRIMINAL please designate: <input type="checkbox"/> COUNTY OF RESIDENCE (only) <input type="checkbox"/> LAST THREE COUNTIES OR <input type="checkbox"/> PAST 7 YEARS	<input type="checkbox"/> EDUCATION highest College unless otherwise indicated <input type="checkbox"/> Other _____
Other <input type="checkbox"/> CREDIT REPORT <input type="checkbox"/> MOTOR VEHICLE REPORT <input type="checkbox"/> PROFESSIONAL LICENSE VERIFICATION <input type="checkbox"/> SOCIAL SECURITY TRACE	<input type="checkbox"/> EMPLOYMENT past three employers unless otherwise indicated <input type="checkbox"/> Past _____ years <input type="checkbox"/> Other _____
SPECIAL INSTRUCTIONS: <input type="checkbox"/> CHECK PREVIOUS NAMES FOR CRIMINAL SEARCHES (ADDITIONAL CHARGE PER COUNTY CHECKED)	

CUSTOMER APPROVAL -- CUSTOMER'S NAME: _____

CUSTOMER CONTACT'S NAME	CUSTOMER CONTACT'S SIGNATURE	PHONE NUMBER () -	DATE
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Note: If requesting education or employment verification, please fax resume and/or employment application.

FAX THE COMPLETED FORM (WITH RESUME/APPLICATION) TO 1 (800) 448-7972