

Notification and Authorization to Release Information for Employment Purposes

Notification:

The position for which I am being considered requires me to consent to a Background Check as a condition of employment. Such Background Check may include, but may not be limited to: (1) consumer credit history, (2) criminal history, (3) fingerprint (State and Federal) records, (4) driving record, (5) employment history, (6) military history, (7) education references, and (8) general public records in order to provide information concerning my character, general reputation and mode of living. The Criminal History Check searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where I currently reside or where I have resided during the past seven (7) years and searches the sex offender registry at the county and federal levels in every jurisdiction where I currently reside or where I have resided.

Authorization:

I hereby authorize HR Alliance to conduct the Background Check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist HR Alliance in collecting this information. I am also aware that records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine whether the results of the Background Check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for HR Alliance clients, employees and other community members. I hereby authorize my former employers, educational institutions and any individuals so named to furnish any and all information pertaining to my employment and/or educational record. I also release my former employers, supervisors, workers and references from any and all liability that may arise from furnishing information to HR Alliance or its duly authorized agents.

Please Print (for clarity and identification purposes)

Complete Legal Name: _____
First Middle Last

Other Names/Aliases (Used for Any Purpose): _____
(List all other names used in the past seven (7) years. If you need additional space, attach a separate sheet.)

Current Address: _____

Other Addresses: _____
(List all other addresses used in the past seven (7) years. If you need additional space, attach a separate sheet.)

Social Security Number: _____ Date of Birth: _____
Month / Day / Full Year

Driver's License Number: _____ State of Issue: _____
(If you do not have a Driver's License, List your State-Issued Identification Card.)

Gender: Male _____ Female _____ Phone Number: _____

Acknowledgement

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that the any falsification or omission of information may disqualify me for this position and/or may serve as grounds for severance of my employment with HR Alliance and any of its affiliated companies. Should I wish to obtain a copy of any report that derives from this Background Check(s), such report(s) will be provided to me within three (3) days upon written request to HR Alliance. In addition to those rights, I understand that I have a right to appeal and adverse employment decision made by HR Alliance on my Background Check information within five (5) business days upon written request of such appeal.

By signing below, I hereby provide my authorization to HR Alliance to conduct a Background Check.

Signature

Date

FOR OFFICE USE ONLY:

Background Check Completed By: _____

Date: _____