

BACKGROUND INFORMATION FORM FOR BACKGROUND CHECK (Ver. 1.17)

BackTrack, Inc. is an employment screening company that conducts background checks on prospective employees/employees for our clients as part of their standard hiring procedure. In order to perform this check, we need you to provide the following information. Please be sure to fill out this form completely and legibly.

APPLICANT INFORMATION (please print clearly & accurately)					
Position Applying For:			Expected Salary:		
Last Name		First Name		Middle Name	
Maiden Name		Any Other Name(s) Used		Phone ()	
Home Address			E-Mail Address		
City	State	Zip	County	From Mth/Yr	To Mth/Yr
Social Security Number: *		Date of Birth: *		Gender *	
*For background screening purposes only					
Military Branch of Service					
Driver's License Number			State License was Issued		
High School		City/State Location		Year Graduated	
Full Name Diploma Issued Under					
If GED received, in what State		City/State Location		Date Received	
Name Used for GED					
College		City/State Location		Year Graduated	
Degree Received: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other					
Student ID Number:			Full Name Used		
List Previous Addresses (to cover last 7 years)					
Address		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	
Address		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	

NOTE: The absence of any of the above information could result in a delay in processing your background. If necessary, a representative from BackTrack, Inc. will contact you for additional information in order to expedite the background process. Thank you for your assistance.

---FOR CLIENT USE ONLY – DO NOT WRITE BELOW THIS LINE---

CLIENT INFORMATION	SERVICES REQUESTED	<input type="checkbox"/> RUSH ORDER (\$27 extra charge)
Name:	SELECT PACKAGE:	
Title:	<input type="checkbox"/> Standard Criminal Search	<input type="checkbox"/> Sales Criminal Search
E-Mail Address:	<input type="checkbox"/> Hourly	<input type="checkbox"/> Sales Salary / Management
	<input type="checkbox"/> Salary / Management	<input type="checkbox"/> Federal District Search
Company Name:	OPTIONAL SERVICES:	
Address:	<input type="checkbox"/> Business / Personal Reference	<input type="checkbox"/> Employment History
City/State/Zip:	<input type="checkbox"/> Civil Litigation	<input type="checkbox"/> Federal District Search
	<input type="checkbox"/> Credential	<input type="checkbox"/> GlobalTrack (Patriot Act Search)
	<input type="checkbox"/> Credit Report	<input type="checkbox"/> Military
If Applicable, Division or Code #:	<input type="checkbox"/> CrimeTrack (Criminal Database and National Sex Offender Search)	
Phone Number:	<input type="checkbox"/> Criminal History (county)	<input type="checkbox"/> SSN / Name / Address Search
Fax Number:	<input type="checkbox"/> Driving Record	<input type="checkbox"/> Statewide Search (where available)
	<input type="checkbox"/> Education	

YOU MUST COMPLETE AND RETURN THE BACKGROUND INFORMATION FORM, THE DISCLOSURE FORMS AND THE AUTHORIZATION FORM FOR A BACKGROUND CHECK



8850 Tyler Blvd., Mentor, OH 44060 Phone 800-991-9694 Fax (440) 205-8355
Visit our website at: www.backtracker.com or email us at: btsearches@backtracker.com

DISCLOSURE REGARDING BACKGROUND INVESTIGATION (Ver. 1.17)

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” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks.

Signature _____ Date _____

Printed Name _____ Company Applying To _____



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RIGHT TO OBTAIN MORE INFORMATION REGARDING
INVESTIGATIVE CONSUMER REPORTS (Ver. 1.17)

You have the right to request disclosure of the nature and scope of any investigative consumer report ordered by the Company. You may either contact the Company for this information or the agency preparing the report, BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, 800-991-9694. Please be advised that the nature and scope of the most common form of investigative consumer report obtained by the Company is an investigation into your employment history. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Signature _____ Date _____

Printed Name _____ Company Applying To _____

ACKNOWLEDGMENT AND AUTHORIZATION REGARDING BACKGROUND CHECK (Ver. 1.17)

I acknowledge receipt of the following documents: DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, ADDITIONAL STATE LAW NOTICES, and RIGHT TO OBTAIN MORE INFORMATION REGARDING INVESTIGATIVE CONSUMER REPORTS. I certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" about me by the 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 BackTrack, Inc., 8850 Tyler Blvd., Mentor, OH 44060, (800) 991-9694, 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.

Oklahoma applicants and 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.

Minnesota applicants and 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 and employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature _____ Date _____

Printed Name _____ Company Applying To _____