

**BACKGROUND SCREENING APPLICANT INFORMATION FORM**

**PLEASE PRINT YOUR NAME AS SHOWN ON DRIVER'S LICENSE**

FIRST <i>[Black Or Blue Ink Only]</i>				MIDDLE		LAST		MAIDEN / AKA	
SOCIAL SECURITY NUMBER			STATE ISSUED			DATE OF BIRTH (MONTH/DAY/YR) <i>(For Identification Purposes Only)</i>			
DRIVER'S LICENSE NUMBER				STATE					

**PLEASE PROVIDE 7-YEARS OF ADDRESS HISTORY**

CURRENT ADDRESS	CITY	STATE	ZIP	YEARS	MONTHS
PREVIOUS ADDRESS	CITY	STATE	ZIP	YEARS	MONTHS
PREVIOUS ADDRESS	CITY	STATE	ZIP	YEARS	MONTHS
PREVIOUS ADDRESS	CITY	STATE	ZIP	YEARS	MONTHS

**PLEASE SIGN HERE**

**DATE**

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.*

WILLSTAFF, INC.

**REQUESTING COMPANY NAME TEL**

SEARCH TYPE		
<input type="checkbox"/> COUNTY CRIMINAL	<input type="checkbox"/> CREDIT REPORT	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> SSN VALIDATION	<input type="checkbox"/> REFERENCES	<input type="checkbox"/> DRUG SCREEN: RADAR 5-Panel
<input type="checkbox"/> SSN TRACE w/ address	<input type="checkbox"/> STATEWIDE CRIMINAL	<input type="checkbox"/> DRUG SCREEN: 5/7/9-Panel <input type="checkbox"/> 5 panel <input type="checkbox"/> 7 panel <input type="checkbox"/> 9 panel
<input type="checkbox"/> MOTOR VEHICLE	<input type="checkbox"/> CIVIL	<input type="checkbox"/> DRUG SCREEN: DOT 5-Panel w/MRO
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> FEDERAL CRIMINAL	<input type="checkbox"/> DRUG SCREEN: 5/7/9-Panel w/MRO <input type="checkbox"/> 5 panel <input type="checkbox"/> 7 panel <input type="checkbox"/> 9 panel
<input type="checkbox"/> EMPLOYMENT	<input type="checkbox"/> WORKER'S COMP	<input type="checkbox"/> OTHER

# DISCLOSURE AND AUTHORIZATION FORM

(the "Company") will procure a consumer report and/or investigative consumer report on you for employment purposes. Personnel Profiles Employment Screening, Inc. PO Box 7495, Mesa AZ 85216 Tel. 877.225.2591 will prepare the report. The report will contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, social security number verification, criminal records check and conviction history, court, educational, and driving record history, verification of employment positions held, personal, professional, licensing and certification checks, drug testing results, etc. The information in the report will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates. You may request more information respecting the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

**Additional State Law Notices:** If you live or are applying for a job in California, Maine, New York or Washington, please note:

**California:** You may view and obtain the file maintained on you by Personnel Profiles upon submitting proper identification and paying the costs of duplication services, by appearing at their offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**Maine:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**New York:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

**Washington State:** If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

**Residents Of, Or For Jobs Located In, California, Minnesota And Oklahoma Only** will be provided with a free copy of any consumer reports or investigative consumer reports on you if you check the box below. You may obtain information or copies from the Company's investigative report file at any time prior to your receipt of such copies, to the extent available, by contacting Company.  I request a free copy of the report.

**Fair Credit Reporting Act Notification** You have the right to receive a copy of your consumer credit report should one be requested for employment reasons.  I request a free copy of the report.

## AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization form. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by Personnel Profiles Employment Screening, Inc., to the Company. I understand that if the Company hires me, my consent will apply throughout my employment. I understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports or investigative consumer reports.

**By my signature below,** I also authorize the disclosure of information concerning my employment history, earnings history, education, credit history, credit capacity and credit standing, driving record history and standing, criminal records check and conviction history, pre-employment drug test results, and all other information deemed pertinent by the consumer reporting agency to the agency by the following: my past or present employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; and, motor vehicle records agencies.

**PLEASE FILL OUT AND SIGN BELOW**

LAST NAME

FIRST NAME

MIDDLE NAME

SSN NUMBER

PLEASE SIGN HERE

DATE