

The Source: Personnel Information Service
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Phone: 800-700-7029

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Employment Background Check Disclosure and Authorization

In connection with my application with the prospective (current) employer listed below (The Company), I understand that background information verifications may be conducted for the permissible purpose of Employment Screening by The Source on The Company's behalf that may include information as to your character, general reputation, personal characteristics and mode of living. I understand that these verifications may include Consumer Credit Reports specifically designed for employment purposes, criminal history, civil cases in which I have been a principal, driving records, previous employment history (including salary), educational history (including Grade Point Average), OIG (office of the Inspector General) Exclusions, SAM (System for Awards Management) Exclusions and/or Professional Licensing. I further understand that The Source may contact any current or previous employer, references, schools, government agencies or other entities for the purpose of verifying the information I have provided on my employment application.

You have the right, upon written request made within a reasonable period of time (not to exceed 30 days) after receipt of this notice, to receive a written disclosure of the nature and scope of any investigation.

If an investigative consumer report is obtained and an adverse decision is pending affecting your employment, The Company will provide to you, before taking adverse action, a copy of the investigative consumer report and a written summary of your rights under the Fair Credit Reporting Act.

I would like a copy of my report to be provided to me by The Company

I hereby authorize any party or agency contacted by The Source on behalf of The Company to furnish the above mentioned information. I have read this entire document, and I understand that by signing I am giving my permission to perform this background verification.

Please Print Clearly!

Name _____

Current Address _____

City, State & Zip _____

The Company _____

Applicant's Signature _____

Date _____