RELEASE AUTHORIZATION

I understand that in connection with my application and/or employment with you, an investigative consumer report may be requested following my submission of an application or during my employment that will include information as to my character, work habits, academic records, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information concerning my credit history, current and/or annual motor vehicle operation history and criminal history from various state, private and insurance sources along with other public records available, and workers' compensation claims. Workers' compensation information will only be requested in compliance with the ADA and/or any other applicable state laws. I hereby authorize, without reservation, any lawful enforcement agency, administrator, state agency, institution, school or university (public or private), information service bureau, employer or insurance company contacted by BackTrack, Inc., to furnish the above mentioned information. I further acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied or I otherwise suffer an adverse employment action because of information obtained by my prospective employer /employer from a consumer reporting agency. If so, I will be so advised and be given the name of the agency or source of information. I authorize the National Personnel Records Center, St. Louis, MO or other custodian of my military records to release to BackTrack, Inc., information or photocopies of my military personnel and related medical records. I further authorize, intend and understand that this release of information shall continue and remain in full force and effect at all times during my employment and may be used at any time during my employment.

Signature X _____ **Date** _____

APPLICANT INFORMATION (please print clearly & accurately)

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 *		Branch of Service
Driver's License Number		State License was Issued		
High School	City/State Location	Year Graduated		Name Diploma Issued Under
If GED received, in what State	Tested In What Location	Date Received		Name Used
College	City/State Location	Year Graduated	Degree Rec'd? ☐ YES/☐ NO	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	

Can we contact your current employment now? ☐ YES ☐ NO

NOTICE TO CA, OK, MN APPLICANTS ONLY:
Check this box if you wish to receive a copy of the background check report. ☐

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? (Affirmative response to this question does not necessarily eliminate you from further consideration) ☐ YES ☐ NO If YES, please indicate county and state where convicted. Date convicted / /

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

CLIENT INFORMATION

Name: Title:

E-Mail Address:

Company Name:

Address:
City/State/Zip:

If Applicable, Division or Code #:

Phone Number

Fax Number

SERVICES REQUESTED ☐ RUSH ORDER ($26 extra charge)

PACKAGE:
- ☐ Level I (employment, education, criminal search, credit or trace, driving)
- ☐ Level II (employment, criminal search, credit or trace, driving)
- ☐ Level III (employment, education, criminal search)
- ☐ Level IV (employment, criminal search, credit or trace)

(Above packages check here for 5 year emp. history____ check here for only 3 year___)

- ☐ Level V (10 year employment history plus county criminal search)

☐ Criminal History (county) ☐ Federal District Search
☐ Civil Litigation ☐ Statewide Search (where available)
☐ CrimeTrack (Criminal Database Search) ☐ GlobalTrack

☐ Credit Report (NOTE: applicant must sign separate credit release authorization)

☐ Employment History ☐ Education ☐ Driving ☐ SS# Verification

☐ Workers' Comp. ☐ Military ☐ Credential ☐ Bus/Personal Ref.

4-1018

BackTrack
EMPLOYMENT SCREENING SPECIALISTS

8850 Tyler Blvd., Mentor, OH 44060 Phone (440) 205-8280 Fax (440) 205-8355
Visit our website at: www.backtracker.com or email us at: bti@backtracker.com

FAX TO (440) 205-8355 (along with an application and/or resume)

*This information will not be used for the purpose of discrimination. The Federal Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age.