

This document is required to be a separate form and may not be made a part or attached to the Employment Application.

Background Information and Release Authorization

I authorize _____ and RHR Information Services Inc., to conduct a background investigation as part of its employment screening and/or selection process. This information in part or in whole will be provided to the company in the form of a report provided by RHR Information Services, Inc.

I authorize and consent, without reservation to the retrieval of information that may include but is not limited to employers to include wages, educational institutions to include release of grade point averages, organizations, government agencies, credit reporting agencies, federal, state or county level agencies, insurance sources, driving and criminal history.

According to the Fair Credit Reporting Act (FCRA), I am entitled to be informed if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. I understand that if this occurs I will be advised and provided with the name of the agency or source of the information.

My signature below indicates my authorization for your company to obtain a consumer credit report and/or investigative consumer report about me from a consumer-reporting agency.

I further understand that I am entitled to a copy of my consumer report directly from the credit bureau free of charge by checking the appropriate box below:

Are you applying for employment in **California, Minnesota*** or **Oklahoma*?** Yes No
Would you like a copy of the consumer report prepared on you? Yes No

* Minnesota and Oklahoma residents are entitled to a free copy of their report.

Notice to California Applicants: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by RHR Information Services, Inc. (RHRIS) during normal business hours. You may also obtain a copy of this file upon submitting proper identification by appearing at RHRIS in person or by mail. Mail requests should be directed to RHR Information Services, Inc., 701 5th Street South, Hopkins, MN 55343.

You may also receive a summary of the file by telephone at 1-888-389-4023/952-545-3953. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnished proper identification.

I hereby certify that all of the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge. I understand that following my employment or the end of this selection process should any statements or answers be found to be false or information has been omitted, such false statements or omissions will be just cause for termination of my employment or our relationship.

I further acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. If employed by the above referenced employer (with the exception of employment in California) this authorization will remain in effect throughout the term of my employment.

Date: _____ Signature: _____

SSN: _____ Printed Name: _____

Note: The following information is provided voluntarily and **is not** considered as part of your application. It will be used as identification purposes only in verifying information on your Employment Application.

Street Address	City	State	Zip Code	
Driver's License Number	State of License	Expires On	Date of Birth	Telephone

List any other cities and states in which you have lived during the previous 7 years.

List any other Last Names you have used during the previous 7 years.