

BACKGROUND VERIFICATION ORDER FORM

COMPANY NAME:
LOCATION / DEPT:

Full name as it appears on license: _____
Last First Middle

Address: _____
Street City State Zip

Length of time at current address: _____ Below, please list **cities and states** of residence for the past **seven years**:

<small>City</small>	<small>State</small>	<small>Length of time</small>	<small>City</small>	<small>State</small>	<small>Length of time</small>
<small>City</small>	<small>State</small>	<small>Length of time</small>	<small>City</small>	<small>State</small>	<small>Length of time</small>
<small>City</small>	<small>State</small>	<small>Length of time</small>	<small>City</small>	<small>State</small>	<small>Length of time</small>

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purpose; it will not be considered in the employment decision. For purposes of confidentiality, applicant may call or fax the information noted by an * directly to CBSS.

*Sex: Female Male
 *Race: Asian African-American Hispanic White Other
 *Date of Birth: _____ Social Security #: _____
 Driver License #: _____ State where license was issued: _____
 Maiden / Alias / Previously used names: _____

May your present employer be contacted? YES NO Not employed

I hereby attest to the accuracy of the personal information I have given above and understand it will be used to facilitate the procurement of a Consumer &/or Investigative Report in connection with my prospective &/or continued employment.

I have received a copy of my Summary of Rights, along with a copy of the Disclosure / Authorization form.

Signature _____ **Today's Date:** _____

SEARCH ORDER FORM

COURT RECORDS Each court is a separate fee
 Order all court searches under other names given above

CRIMINAL: FELONY & MISDEMEANOR
 FELONY ONLY
 FEDERAL LEVEL

CIVIL: COUNTY LEVEL
 FEDERAL LEVEL

NAME TRACE (SSN / ADDRESS HISTORY)

CREDIT REPORT

DRIVING RECORD

REFERENCE CHECK
 Fax Application, Resume &/or Applicant Data Form

Previous Employment Verification
 Personal References

EDUCATION / CREDENTIAL CONFIRMATION
 Fax Application, Resume &/or Applicant Data Form

Education: Diploma, Degrees, Certificates, GED
 Credentials / Licenses

WORKERS COMPENSATION HISTORY
 Employer certifies a conditional job offer has been made.
 State(s): _____

EMPLOYER – IMPORTANT: Contains sensitive information. Keep only in secured files, separate from personnel records!



support@2CBSS.com
Lafayette, LA 70503

APPLICANT DATA FORM

If application is not available, please use this form for employment, personal references and/or education checks.

APPLICANT NAME: _____ POSITION: _____

Employment History

<i>Current or last Company</i>	<i>Position</i>		<i>Start</i>	<i>End</i>
<i>Address/Branch</i>	<i>City/State</i>	<i>Dates</i>		
<i>Name of Supervisor</i>	<i>Area code / Phone</i>	<i>Salary</i>		
<i>Reason for leaving / intending to leave</i>				
<hr/>				
<i>Company</i>	<i>Position</i>		<i>Start</i>	<i>End</i>
<i>Address/Branch</i>	<i>City/State</i>	<i>Dates</i>		
<i>Name of Supervisor</i>	<i>Area code / Phone</i>	<i>Salary</i>		
<i>Reason for leaving</i>				
<hr/>				
<i>Company</i>	<i>Position</i>		<i>Start</i>	<i>End</i>
<i>Address/Branch</i>	<i>City/State</i>	<i>Dates</i>		
<i>Name of Supervisor</i>	<i>Area code / Phone</i>	<i>Salary</i>		
<i>Reason for leaving</i>				
<hr/>				
<i>Company</i>	<i>Position</i>		<i>Start</i>	<i>End</i>
<i>Address/Branch</i>	<i>City/State</i>	<i>Dates</i>		
<i>Name of Supervisor</i>	<i>Area code / Phone</i>	<i>Salary</i>		
<i>Reason for leaving</i>				

Personal References

Please list names and phone numbers (including area code) of 3 references who are not related to you.

Name	Years Known	City / State	Phone #
			()
			()
			()

Education Information

	School	Campus	City / State	Dates	Degree	Major
High School / GED					[] DIPLOMA [] GED	
College						
College						
Trade School						
Certification / License						