



**RELEASE AND AUTHORIZATION**

I, \_\_\_\_\_ (“Applicant”) in connection with my application for employment at **Client** hereby authorize **Client** and Sentinel Background Checks to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

- 1. A background check is not only for the benefit of Company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
- 2. All reports are confidential, and provided to Company for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
- 3. I may review or obtain a copy of my report as provided by law. A request for a copy of my consumer report can be made online at [www.sbchecks.com](http://www.sbchecks.com) under “Applicant and Consumer Resources” link. Sentinel Background Checks may also be contacted by writing to:

**Sentinel Background Checks**  
 PO Box 450  
 Valrico, FL 33595

- 4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to the Company or Sentinel Background Checks.
- 5. I agree that a copy or fax of this document shall be as valid as the original.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Driver’s License or I.D. Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
 Former Names: \_\_\_\_\_ Date of Name Change: \_\_\_\_\_ Gender: \_\_\_\_\_

**PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES**

CURRENT: \_\_\_\_\_  
 FORMER: \_\_\_\_\_  
 FORMER: \_\_\_\_\_  
 FORMER: \_\_\_\_\_  
 FORMER: \_\_\_\_\_  
 FORMER: \_\_\_\_\_  
 FORMER: \_\_\_\_\_

May we contact your current employer? Yes  No



**DISCLOSURE**

For the benefit of the Company and employees, the Company has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by Sentinel Background Checks, an outside agency. Company may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker’s compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.

2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the Company or Sentinel Background Checks at (888) 725-2535, or at PO Box 450, Valrico, FL 33595.

3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

4. California Provisions: In California, any report concerning a consumer’s character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect Sentinel Background Checks files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained Sentinel Background Checks personnel will explain any of the information in the report and will provide written explanation for any coded information.

**5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:**

I request a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested.

YES  NO

**For electronic communication, please provide your email address** \_\_\_\_\_

I \_\_\_\_\_ hereby consent and authorize Company and/or Sentinel Background Checks on the employer’s behalf, to prepare each report as defined above for employment purposes before employment or any time after employment.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_