

COMPANY MAILING INFO

Please fill out, sign, and send back the completed authorization letter and form below.

Dear Sir/Madam:

I authorize **“INSERT COMPANY”**, to conduct a background check for the purpose of determining my employability with the company or with any of its affiliated entities.

I understand that, in order to complete such a background check, I will provide my social security number and all residential addresses and names I have used to identify myself over the last five years.

I understand that a background check may include any of the following: contacting personal references; confirming education; professional certification(s); employment history; and previous residences; contacting law enforcement officials; and obtaining a credit history.

“INSERT COMPANY” has assured me that all of my personal information discovered in the background check process will be kept confidential by the company, and if no job offer is extended, all records obtained will be destroyed.

The authorization is given this _____ day of _____, 20____, and will remain in effect for one year.

Sincerely,

Applicant’s name: _____

Date: _____

Applicant’s Signature: _____

Name: _____

Alias/Maiden Name (If changed within last 5 years): _____

Social Security Number: _____

Address: _____

Previous Address (If changed within last 2 years): _____

Birth Date: _____