



REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I: _____
LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

Understand that in conjunction with my application for employment, _____ ('the company') will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal and/or criminal background, character, professional standing, work history, and qualifications. This agency will provide a report to 'the company'. 'The company' uses Human Resource Management Concepts, LLC, (HRMC) a consumer-reporting agency, as an agent to perform background verifications.

HRMC will utilize various sources of information it deems appropriate including but not limited to: credit reporting agencies, Workers Compensation records, Department of Motor Vehicle records, criminal conviction records, current and former employers, military records, education records, professional and personal references.

I request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to 'the company' and HRMC and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. If I am hired or retained as an employee; this authorization in original or copy form shall be valid as authorization to obtain additional Investigative Consumer Reports for the duration of my employment. In addition, the Company may share this information with a prospective employer.

According to the Fair Credit Reporting Act, I will be notified by 'the company' if employment is denied whole or in part because of information obtained from a Consumer Reporting Agency. Additionally, I understand that I have a right to obtain a copy and review any derogatory information contained in my report. I further understand that when requesting a copy of the report, proper identification will be required and I should direct my request to: HRMC, 3074 Whitney Avenue, Bldg. 2, Hamden, CT 06518, 866-957-2892.

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES.

Signed _____

Today's Date _____

Printed Name _____

Position Applied For _____

_____-_____-_____
Social Security Number

____/____/_____
Date of Birth

_____-_____-_____
Driver's License Number State

_____-_____-_____
Phone Number

Other names you have used or are also known as: _____

Current Address: _____
Street Apt.# City State Zip Code How long here?

Previous Address: _____
Street Apt.# City State Zip Code How long here?

May we contact your current employer? _____ Yes _____ No

Employer Use Only—Please indicate which services to perform.

- State Criminal History Check
- SSN Verification
- Motor Vehicle Record Check
- National Criminal History Check
- Employment Verification
- Sex Offender Search
- Education Verification
- Drug Test

Submit Request to:
Fax: 866-935-0945
Email: mgreenberg@hireHRMC.com

Please note: when requesting an **education verification** you must provide the name of the educational facility, state in which it is located, dates of attendance and degree obtained—for **employment verifications**, please provide the employers name, address, dates of employment and last job title.