

# Background Screening Consent and Information Form

***Applicant should complete all relevant information and sign and date the form.***

Organization: \_\_\_\_\_

Applicant's Full Name (Printed): \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Spectrum High School abides by all applicable state and federal employment laws.

## **ADDRESSES (for the past 10 Years)**

Present Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please list all states and counties of residence since turning age 18:

\_\_\_\_\_  
\_\_\_\_\_

(Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)

## **MOTOR VEHICLE RECORDS**

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

## **PROFESSIONAL LICENSE or CERTIFICATION VERIFICATION**

Type of License/Certification: \_\_\_\_\_

License/ Certificate Number: \_\_\_\_\_

State: \_\_\_\_\_ Date of Licensure / Certification: \_\_\_\_\_

# Background Screening Consent and Information Form

## EDUCATION VERIFICATION

Applicant should list each college, university, or other institute of higher education that he or she has attended. Do not include high school or GED information.

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_ Major: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_ Major: \_\_\_\_\_

## EMPLOYMENT VERIFICATION

Current Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_

Name of Supervisor or HR Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Name of Supervisor or HR Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Spectrum High School and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Spectrum High School.

I release Spectrum High School and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Are you applying for employment in California, Minnesota or Oklahoma? Yes \_\_\_ No \_\_\_  
If so, do you want a copy of any Consumer Report prepared concerning you? Yes \_\_\_ No \_\_\_

I understand that California law requires Spectrum High School to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose Spectrum High School to liability (Section 1786.29).