



Background Check – Data Request

Basic Data:

Social Security #: _____

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth: _____

AKA or Maiden Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Education Information:

High School:

School Name: _____

City: _____ State: _____ Zip: _____

Year Started: _____ Year Completed: _____

Did you receive a high school diploma? YES or NO If YES, when did you receive it? _____

If you do not have a high school diploma, did you receive a GED? YES or NO

If YES, when did you receive it? _____

If you received a GED, what state did you receive the GED from? _____

If you received a GED, what testing center did you take the GED test at? _____

College:

Name: _____

City: _____ State: _____ Zip: _____

Year Started: _____ Year Completed: _____

Degree: YES or NO If YES, what type: _____

Major: _____

Minor: _____

APPLICANT'S DISCLOSURE & AUTHORIZATION FOR BACKGROUND SCREENING

APPLICANT INFORMATION (Please Print)

Applicant Name: (First Middle Last)

Other Name(s) Used: (like Maiden)

Gender * ☐ Male ☐ Female

Social Security No.:

Driver's License No.:

State:

Date of Birth: *

Place of Birth: (City, State, Country)

Account Number: 101- 101596

Current Address: (street address)

City:

State:

Zip:

Former Address: (1)

City:

State:

Zip:

Former Address: (2)

City:

State:

Zip:

* This information will be used for purposes of background screening only and will not be used in making any employment decisions.

DISCLOSURE AND AUTHORIZATION

NOTICE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates, including motor vehicle record (or "driving record") checks, workers compensation records, credit bureau files, employment references, personal references, drug screening, any educational and licensing institution or military branch and to receive any criminal record information pertaining to you which may be in the files of any Federal, State or Local criminal justice agency in Georgia or any other State. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [the consumer reporting agency], another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. ☐

APPLICANT:

Signature: _____

Date: ____/____/____

Print Name: _____



Fax to (770) 984-8997

NEW YORK CORRECTION LAW
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Attachment H

For educational verification purposes, this form must be completed if you have a GED that was issued in New York State. The “Candidate Information” section is all that you will need to complete. This section is marked with the brackets. Be sure to sign and date in the “Required Candidate Signature” section and date. This section is marked with an “X”.

There is no cost to you to complete this form.

ATTACHMENT H

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
GED Testing Office
P.O. Box 7348, Albany, New York 12224-0348
(518) 474-5906

REQUEST FOR DUPLICATE COPY OF NEW YORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA AND/OR TRANSCRIPT OF GED TEST SCORES

Please provide the following information to assist us in locating your test records.

Your signature is **required** in the space provided.

IF YOU ARE REQUESTING INFORMATION ON BEHALF OF THE CANDIDATE,
PLEASE BE ADVISED THAT THE CANDIDATE MUST ALSO SIGN THE RELEASE

PLEASE PRINT CLEARLY IN INK

Please check: ☐ Diploma & Transcript (\$10.00) ☐ Transcript Only (\$4.00)

Candidate Information:

Last Name at Time of Testing		First Name	MI	Date of Birth Month Day Year		
Social Security Number [][][] - [][] - [][][][]		Center/Place Where You Tested			Year Tested	
Current Address—Street/PO Box					Apt #	
City			State		Zip Code	
Daytime Weekday Contact Phone Number ()		<div><div><u>REQUIRED CANDIDATE SIGNATURE</u> (IF APPLICABLE, I GIVE PERMISSION TO THE INDIVIDUAL BELOW TO OBTAIN INFORMATION ON MY BEHALF.)</div><div>X</div><div>X Date</div></div>				

SIGNATURE OF PERSON REQUESTING VERIFICATION, IF OTHER THAN THE CANDIDATE, IS ALSO REQUIRED:

Please Mail Document to:

Name of Institution (If Applicable)			
Last Name		First Name	Middle Initial
Street			Apartment No.
City	State	Zip Code	Phone Number ()

NOTE: A non-refundable processing fee of \$10.00 (diploma with transcript) and \$4.00 (transcript only) is required for each document requested. The required fee, made payable to NYSED, must be in the form of a certified check or money order for each request. NO CASH or PERSONAL CHECKS will be accepted. The diploma and/or transcript will not be sent until the required fee is submitted to this office.

Please send your request to the above address and allow 6–8 weeks for processing.