



**BACKGROUND VERIFICATION NOTICE, AUTHORIZATION AND RELEASE  
(FOR EMPLOYMENT PURPOSES)**

As part of its screening and selection procedures, \_\_\_\_\_ (Hereafter referred to as "Company") requires a background and reference check of potential employees. The objective of the investigation is to verify the accuracy of information provided through the application process, check references and identify other factors that might be relevant to Company employment requirements. This information, in part or in whole, will be provided to the Company in the form of a report provided by Know It All Background Research Services, Inc (Hereafter referred to as "Know It All").

I, \_\_\_\_\_  
(PRINT CLEARLY) First Name Middle Name Last Name Jr/Sr, etc.  
authorize and consent to the procurement of a background report as provided by Know It All Background Research Services, Inc. and understand that it may contain information about my background, character, and personal reputation. I further hereby release and hold harmless Know It All, its officers, employees and agents, and any other person, or public or private entity inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to this Request, Authorization, Consent and Release. This authorization, whether in original or copy form, shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied due to information from a Credit Reporting Agency. Upon written request, within sixty (60) days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to Company.

Know It All may use various sources of information it deems necessary to verify the accuracy of information provided. These sources may include, but are not limited to: the Department of Motor Vehicles, current and former employers, credit reporting agencies, military records, school records, professional and personal references and criminal records.

**PLEASE PRINT CLEARLY AND COMPLETE IN FULL**

\_\_\_\_\_  
Social Security Number Issuing State Driver's License Number State

\_\_\_\_\_  
Current Street Address City State Zip Length: yr./mos

\_\_\_\_\_  
Previous Address City State Zip Length: yr./mos.

Have you ever been *prosecuted* for a felony, misdemeanor, summary violation or federal offense or do you currently have any pending criminal proceedings? (Circle One) **YES NO**

If you answered yes, explain \_\_\_\_\_

Have you ever been known by a different name (such as a maiden name), date of birth or social security number? (Circle One) **YES NO**

If so, list and explain: \_\_\_\_\_

\_\_\_\_\_  
Signature Date Date of Birth\*

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.