



469 West Main Street | Branford, CT 06405

Ph: 203-488-6944 | Fax: 203-488-2012

www.reitmanpersonnel.com

PRE-EMPLOYMENT CHECK REQUEST FORM

Company: _____

Authorized User: _____ User ID: _____

Candidate Name: _____

Address: _____

Number and Street

City, State, Zip Code

Date of Birth: _____ Social Security Number: _____

Please process the following.

Drug Test: (performed by certified lab)
(2-3 hours, 48 hours for out of norm result)

National Criminal Records Check: (instant – same day) *
(Includes Social Security number verification)

Credit Check: (same day - next day)

DMV: (Same day results for CT) varies for other states

State: _____ License #: _____

Confirmation of Education: (5-7 work days)

School 1: _____ School 2: _____

Town & State: _____ Town & State: _____

Dates Attended: _____ to _____ Dates Attended: _____ to _____

Graduated: Yes / No Degree: _____ Graduated: Yes / No Degree: _____

Confirmation of Employment: (3-5 work days)

Job 1 Name of Company: _____ City & State: _____

Dates: _____ to _____ Position: _____

Job 2 Name of Company: _____ City & State: _____

Dates: _____ to _____ Position: _____

***Not available in Massachusetts and California**



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Candidate Authorization for Pre-employment Screening

I _____ authorize _____ and its pre-
Candidate Name Company Name

employment partner(s) to conduct pre-employment background checks, for employment purposes only.

I have full knowledge of all pre-employment checks being investigated (checked below)

- Criminal Record Check
- Drug Test
- DMV
- Credit Check
- Education Verification
- Employment Verification
- Other _____

Candidate Signature

Date