



163 Cedar Street | Branford, CT 06405

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

[www.reitmanpersonnel.com](http://www.reitmanpersonnel.com)

## PRE-EMPLOYMENT CHECK REQUEST FORM

Company: \_\_\_\_\_

Authorized User: \_\_\_\_\_ Email: \_\_\_\_\_

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, 48-72 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: (7-10 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: (7-10 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

\*\*Requires additional candidate authorization to meet Fair Credit Act



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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 \_\_\_\_\_

\* You are not required to disclose convictions that have been erased from your record.  
\*\*Credit Checks require a separate Fair Credit Authorization.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date



Fair Credit Reporting Act Consumer Disclosure and General Authorization

In connection with my application for employment with \_\_\_\_\_(here in referred to as Company) and/or Reitman Personnel\*, I understand that a consumer report or investigative consumer report, as those terms are defined in the federal Fair Credit Reporting Act as amended (FCRA), 15 USC 1981 et seg, may be obtained by the Company from a consumer reporting agency (Agency). I further understand that the Agency may not give out my information about me to the company without my written consent. It is also understood that the Agency may not report medical information about me to the Company without my specific prior consent as to the release of such information, which is in addition to the general information herein.

I understand that an investigative consumer report is a special type of consumer report in which information about my character general reputation, personal characteristics, and mode of living is obtained through personal interviews. In the event an investigative consumer report is obtained, I understand that I (a) am entitled to receive a summary of my rights and (b) have the right to request additional disclosures provided for the below as follows:

Upon my written request to the company within a reasonable period of time after my receipt of this fair Credit Reporting Act Consumer Disclosure and General Authorization the Company shall make a complete and accurate disclosure of the nature and scope of the investigation requested. It is understood that this disclosure shall be made in writing mailed or otherwise delivered to not later than five (5) days after the date on which the request for such disclosure was received from me or such report was first requested, whichever is later in time.

I hereby authorize the company to obtain a consumer report or investigative consumer report on me, as applicable. This authorization does not include the release of medical information. I further acknowledge that I have received a summary of my rights under the FCRA (available at Reitman Personnel’s website [www.reitmanpersonnel.com](http://www.reitmanpersonnel.com)).

Credit Report

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email

\*Reitman Personnel manages the pre-employment check process for its clients and for the Company. ev/d 1/11