

**EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION**

CONSUMER NOTIFICATION: This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes HEARD AND SMITH (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the *Fair Credit Reporting Act*.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please type or print legibly the information requested below, black ink only.*

True and Complete  
Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Maiden or Other  
Names Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Present Street Address: \_\_\_\_\_ Dates of residence (e.g. 2003 to 2008): \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other cities and states lived in during the past seven years:

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

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

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

**Note:** The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box  if requesting copy of report be sent to address above.

**HEARD AND SMITH REQUEST FOR PROCESSING**

- Criminal History, County**
- Credit History**
- Motor Vehicle Record**

Recruiter Name : \_\_\_\_\_

Department: \_\_\_\_\_

Tel: 210-820-3737 ClientID: hea.smi

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