

**COMPANY NAME**

**ADDRESS**

**PHONE – E-MAIL**

Dear **EMPLOYEE/CONTRACTOR NAME:**

I authorize the human resources administrator of **THE COMPANY**, to conduct a background check, for the purpose of determining whether or not to extend me a job offer with the company or with any of its affiliated entities. I understand that, in order to complete such a background check, I will provide my social security number and all residential addresses and names I have used to identify myself for the last five years.

I understand that a background check may include any of the following: contacting personal references; confirming education; professional certification(s); employment history; and previous residences; contacting law enforcement officials; and obtaining a credit history. **THE COMPANY** has assured me that all my personal information discovered in the process will be kept confidential by the company, and, if no job offer is extended, all records obtained will be destroyed.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Alias or maiden Name (If changed within last 5 years): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Previous Address (If changed within last 2 years):  
\_\_\_\_\_

The authorization is given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and will remain in effect for one year.

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