



## PRE-EMPLOYMENT BACKGROUND REQUEST FORM

**Client Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Subject Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Background Type (check):

- \_\_\_ Level I – Basic Standard Check  
(criminal court check of current location only)
- \_\_\_ Level II – Advanced Standard Check  
(criminal court checks of last 7 years of locations)
- \_\_\_ Level III – Basic Combined Check  
(criminal & civil court checks of current location only)
- \_\_\_ Level IV – Advanced Combined Check  
(criminal & civil court checks of last 7 years of locations)

Additional Requests:

\_\_\_ Additional County Court Criminal Check: Location: \_\_\_\_\_

\_\_\_ Additional County Court Civil Check: Location: \_\_\_\_\_

\_\_\_ Education Verification: School/Degree: \_\_\_\_\_

School/Degree: \_\_\_\_\_

\_\_\_ Employment Verification: (Attach list of employers to verify)

\_\_\_ Professional License Verification: Type/State/License/#: \_\_\_\_\_

Special Requests:

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**Please Attach the Following:**

- Subject's Signed Release/Authorization Form
- Copy of Subject's Application and/or Resume