

VERY IMPORTANT: Following are possible questions relating to gathering information regarding an individual's criminal history. But before you incorporate any of them into your employment application or anywhere in your employment screening process you are advised to consult your local, state, federal and international laws and regulations regarding same. Consultation with an attorney might be in order.

Have you *ever* had your driver's license suspended or revoked and/or been charged with or convicted of DUI or DWI? Yes ____ No _____

If yes, please explain: _____

Have you *ever* been convicted of *any* crime, misdemeanor and/or felony, other than a minor traffic violation? Yes ____ No _____

If yes, please explain: _____

Have you *ever* been charged with *any* crime, misdemeanor and/or felony, other than a minor traffic violation, even if adjudication was withheld or the charges were dropped or you were found not guilty or the case was dismissed? Yes ____ No _____

If yes, please explain: _____

Have you *ever* been arrested or had a warrant issued for your arrest for *any* crime, misdemeanor and/or felony, other than a minor traffic violation, even if adjudication was withheld or the charges were dropped or you were found not guilty or the case was dismissed? Yes ____ No _____

If yes, please explain: _____

Are you currently under investigation or have charges pending? Yes ____ No _____

If yes, please explain: _____

PLEASE NOTE: Should you deny any applicant or employee based on anything found in an employment screening report you must notify them in writing, by mail, the reasons for the denial, provide them with a copy of the report, let them know the decision did not come from the consumer reporting agency or ESS and allow them the opportunity to correct any errors or misinformation. Please consult your attorney and the Fair Credit Reporting Act (FCRA) (<http://www.ftc.gov/os/statutes/fcra.htm>) to ensure FCRA compliance and compliance with all applicable local, state, federal and international laws and regulations.

Following is a Sample Employment Application

Most Recent Previous Address #1:

Street City State Zip Code
County: _____ How long at this address: _____

Previous Address #2:

Street City State Zip Code
County: _____ How long at this address: _____

Social Security Number: _____ - _____ - _____

Driver's License Number: _____

Driver's License State of Issuance: _____

Any Recent Previous Driver's License States of Issuance: 1) _____; 2) _____; 3) _____

Date of Birth*: _____ Gender*: _____

Education (start with most recent)

High School, Institution, University #1: _____

Degree(s) (if any): _____

Years Attended*: _____ Year Graduated*: _____

High School, Institution, University #2: _____

Degree(s) (if any): _____

Years Attended*: _____ Year Graduated*: _____

High School, Institution, University #3: _____

Degree(s) (if any): _____

Years Attended*: _____ Year Graduated*: _____

Previous Employment (start with most recent):

Employer #1: _____ Dates Employed: _____

Supervisor: _____ Employer Phone: _____

Employer #2: _____ Dates Employed: _____

Supervisor: _____ Employer Phone: _____

Employer #3: _____ Dates Employed: _____

Supervisor: _____ Employer Phone: _____

* Date of birth, graduation date, years attended school and gender on this Notice/Authorization and Release form are for identification purposes only. They will not be used to make an employment decision.