

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, _____ will order a “consumer report” (a background report) or “investigative consumer report” on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, **DPJ Consulting, LLC**, will obtain necessary records and prepare the background report. The background check company is located in Paris with a mailing address of **P.O. Box 282, Paris, KY 40362**, and can be reached by phone at **855-832-6375** or their website: **www.dpjconsulting.com**.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker’s compensation injuries. Workers’ compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An “investigative consumer report” is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by the _____.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the **DPJ Consulting, LLC** at **855-832-6375**. A summary of your rights under the Fair Credit Reporting Act is also on the **DPJ Consulting** website.

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize the _____ to order my background report, including investigative consumer reports. I understand that _____ may

rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to **DPJ Consulting, LLC** and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. The information that can be disclosed to **DPJ Consulting, LLC** and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree that _____ may rely on this authorization to order background reports, including investigative consumer reports, from companies other than **DPJ Consulting, LLC** without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Full Legal Name:

First, Middle, Last (Please Print)

Signature

____/____/_____
Date: (Month/Day/Year)

BACKGROUND CHECK INFORMATION:

The information requested below is collected solely for the purpose of aiding **DPJ Consulting, LLC** in completing a background check in connection with your application for employment. The employer is requesting that you provide this information to assist in conducting a thorough background check.

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: ____/____/____
Month / Day / Year

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ Issuing State: _____

Current Street Address:

City: _____ State: _____ ZIP: _____

Phone Number: _____

Enter Any Other Names Used (Including Maiden Names):

First Name: _____ Middle Name: _____

Last Name: _____

From: ____/____/____ - To: ____/____/____
Month / Day / Year Month / Day / Year

First Name: _____ Middle Name: _____

Last Name: _____

From: ____/____/____ - To: ____/____/____
Month / Day / Year Month / Day / Year

Social Media Accounts:

Social Media Accounts	Please provide account names for each of your social media accounts
Facebook	
Instagram	
Twitter / X	
TikTok	
LinkedIn	
Other	