

Preferred Imaging

This page contains sensitive information. Keep only in secure files, separately from personnel records!

BACKGROUND INQUIRY RELEASE

- I. In connection with my application for employment with the above named company or individual, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my workers compensation injuries, driving record, court record, education, credentials, credit, and references. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.
- II. Medical and workers compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the names and address of the agency of the source that provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- IV. Minnesota, Oklahoma and California applicants only. If you want a copy of the report(s) ordered, check this line _____. The report(s) will be sent by the reporting agency to you at the address below. The reports will be processed by: SBI, Screening, Backgrounds, Investigations, 3351 S. Field St. #138, Lakewood, CO 80227.
- V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or Insurance Company contacted by SBI or its agents, to furnish the information described in Section I.
- VI. I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to Preferred Imaging and its Associated Affiliates. This release is in accordance with DOT Regulation 49 CFR Part 40. Section 40.25. I understand that information to be released by my previous employer, is limited to the following DOT-regulated items: alcohol tests with a result of 004 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

PRINT CLEARLY - ALL INFORMATION - (Please provide middle name if you have one.)

Name - Last _____ First _____ Middle _____

Print other names you have used (including maiden name or previous married name). _____

Soc. Sec. # _____ Date of Birth _____ Sex _____ Race _____

Driver's License No. _____ State where license was issued _____

Name as it appears on driver's license _____

Current Address _____

City - State - Zip (County if known) _____

Applicant's Signature _____ **Date** _____

For international searches your Mother's Maiden Name is needed - _____

LIST **ALL** PREVIOUS ADDRESSES FOR THE LAST **SEVEN (7) YEARS** - ADDRESS, CITY, STATE, & ZIP CODE. COUNTY IF KNOWN

FOR HIRING COMPANY USE ONLY

In accordance with the fair Credit Reporting Act, you must:

- Disclose to the applicant, in a separate document that a consumer report may be obtained.
- Obtain written consent before ordering any reports. Keep the release unless otherwise indicated by code below.

Advise the applicant of adverse information if used to deny employment, provide applicant with report and give them consumer rights.