P.O. Box 1308
Snohomish, WA 98291
Phone: (888) 443-0135
Fax: (888) 226-6952

# Pre-Employment Screening - Search Request Form

www.dataquestllc.com

Date: _____

**Client ID:** **12152**

Contact Name: **Laura Tawney**

Phone Number: **206-275-7792**

Company: **City of Mercer Island**

Fax Number: **206-275-7663**

******Please check the services you are requesting******

☐ Criminal Record Search ☐ Credit Bureau Inquiry ☐ Employment references: ☐ 3 ☐ 5 ☐ 7 ☐ DMV
(Please attach employment history)

☐ Education Verification ☐ Social Security Trace ☐ National Criminal Database Search ☐ Federal Record Search

Applicant Name: _____
Last First Middle

List additional AKA names used in the last 10 years: _____

Date of Birth: _____ Social Security #: _____
(Used for identification purposes only and not as hiring criteria)

DL#: _____ State Issued: _____ Expires: _____

Current Address: _____
Street City State Zip Code

Previous Address: _____
Street City State Zip Code

Previous Address: _____
Street City State Zip Code

**Disclosure Regarding Background Investigation:** Pursuant to the Federal Fair Credit Reporting Act and its applicable state counterparts, this is to inform you that a background investigation involving the statements made on your application for employment and/or attachments, as well as your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living, may be obtained for employment purposes as part of the pre-employment background investigation by the above-referenced company and on and at any time during your employment. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records, verification of your employment history, or other background checks. You have the right to dispute the information reported. You have the right upon written request after a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report, as well as a written summary of your rights and remedies under the law. Inquiries should be directed to DataQuest, P.O. Box 1308, Snohomish, WA 98291, or by calling 1-888-443-0135.

**Applicant Authorization.** I certify that to the best of my knowledge all statements made on my application and/or attachments are true and correct. I authorize DataQuest to obtain all reports, records, verifications or other information necessary to complete the background investigation and to furnish the information to my employer/prospective employer. I understand that providing fraudulent or misleading information may be grounds for denial of employment by my potential employer or discharge by my employer. I acknowledge receiving "A Summary of Your Rights Under the Fair Credit Reporting Act" and certify that I have read and understand it. I hereby authorize the employer/potential employer named above to obtain consumer reports and/or investigative consumer reports at any time after receipt of my signed authorization on this Search Request Form and throughout my employment, if applicable. I agree that a facsimile or copy of my authorization on this Search Request Form shall be valid as an original.

California Applicants or Employees Only: By signing below, you also acknowledge receipt of "Notice to California Applicants." Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by employer/potential employer whenever you have the right to receive such a copy under California Law. ☐

New York Applicants or Employees Only: You have the right to inspect and receive a copy of any investigative consumer report requested by your employer/potential employer by contacting DataQuest directly at P.O. Box 1308 Snohomish, WA 98291, 1-888-443-0135.

Minnesota and Oklahoma Applicants or Employees Only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by your employer/potential employer.

**Applicant Signature:** _____ **Date:** _____

Rev. 1/31/08