

Helpful Hints for Faster Results and Quality Reports

General Information

- Make certain application is printed legibly.
- Printing should be dark enough to fax.
- Identify any additional names applicant may have used.
- Make certain applicant includes full address including street/city/state/zip.

Employment Information

- Ask applicant for authorization to contact current employer.
- Complete company name. Also if working at a temporary agency list the name of the temporary company not the assigned company.
- Complete phone number. At least have the area code if complete number is unknown.
- For branch locations include both branch phone number and headquarters.
- Complete address. At least city and state if complete address is unknown.
- Identify if prior employers are out of business, merged, acquired, etc.
- Provide full supervisor name.
- Identify if former supervisor has relocated, left company, retired, etc.
- Complete phone number and address of supervisor.

Education

- For high school list complete name of school.
 - Complete address and phone number of school.
 - Indicate if diploma or GED was obtained.
 - If GED, provide city and state where test was taken.
 - Dates including month and year.
- For college degree list complete name of school.
 - Dates including month and year.
 - Complete address and phone number.
 - Appropriate campus.
 - Identify if school is defunct or has changed names.

Public Records

- Include full name including middle initial and nickname.
- Include previous names.
- Social security numbers.
- Include Date of Birth
- Detailed Information on claimed criminal records.