

Date: [Insert Date]

Subject: Background Check Consent and Authorization

To: [Company Name / HR Department]

I, [Full Name], hereby authorize [Company Name] and its designated agents to conduct a comprehensive background investigation in connection with my application for employment or continued employment.

I understand that this investigation may include, but is not limited to, the following areas:

- Criminal records and history
- Employment verification and history
- Educational degrees and professional certifications
- Credit history (if applicable to the position)
- Motor vehicle records
- Reference checks

I hereby release [Company Name], its agents, and all persons or entities providing information from any and all liability or claims arising from the retrieval and reporting of this information.

Personal Information for Processing:

Full Legal Name: [Full Name]

Social Security Number: [SSN/ID Number]

Date of Birth: [Date of Birth]

Current Address: [Full Address]

I certify that all information provided by me is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in the withdrawal of a job offer or termination of employment.

Signature

Date Signed

Employer Section: Clearance Status

(To be completed by the Human Resources Department)

Background Check Status: [] Cleared / [] Not Cleared

Reviewer Name: _____

Title: _____

Signature: _____ Date: _____