



Preston Bass Interpreting Services Background Investigation Authorization

USIS Client Code: **PREBAS**

NOTIFICATION – Please read carefully before signing Acknowledgement

In connection with your employment, application for employment, or temporary agency/contractor assignment with Preston Bass Interpreting Services, Preston Bass Interpreting Services may, upon execution of this authorization, investigate the information contained in this form, your application (employees/applicants), and other relevant background information to determine whether you are a suitable candidate for employment, promotion or position re-assignment or contract. Therefore, Preston Bass Interpreting Services will request a consumer report or investigative consumer report as defined under applicable state law ("report") from a third party agency, USIS Commercial Services, 6365 Taft Street, Suite 2000, Hollywood, Florida 33024, 800-881-5993. The scope of the report requested by Preston Bass Interpreting Services may include information relating to criminal history, academic achievement, employment history, Social Security Number verification, character, general reputation, personal characteristics, and mode of living. The purpose of the background investigation is to solely determine employment eligibility at Preston Bass Interpreting Services.

If you do not authorize Preston Bass Interpreting Services to conduct your background investigation, you will not be considered for employment, promotion, re-assignment or contract. If so, your application may be withdrawn, you may be removed from your position or your contract may be terminated, if applicable.

You have the right, upon written request made within a reasonable time (not to exceed 30 days) after receipt of this notice, to obtain information from Preston Bass Interpreting Services:

- as to whether an investigative consumer report has been requested;
- if an investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested, and;
- the name and address of the outside agency to whom requests for any of these reports has been made.

(CALIFORNIA, MINNESOTA & OKLAHOMA Applicants ONLY) I request a copy of the consumer report requested by Preston Bass Interpreting Services in connection with my employment or assignment.

If the consumer report, in whole or in part, supports making an adverse decision affecting your employment or contract, Preston Bass Interpreting Services will provide to you, before making the adverse decision, a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act. If you are ineligible for employment or your background is unacceptable to Preston Bass Interpreting Services, Preston Bass Interpreting Services may not hire you or may remove you from your position, assignment or terminate your contract. If this information is retained, it will be kept confidential and separate from your personnel file, if you are hired.

				Employment Status:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Employee
Current Name:	Last Name	First Name	MI	Social Security Number		
Other Names used:	Last Name	First Name	MI	Date Name Changed		
Race	Sex	Driver's License #	State of Issuance	Date of Birth		

RESIDENCE DATA: Beginning with your current address, list all addresses where you have resided in the last 7 (Seven) years.

Dates - From/To	County	City, State, Zip

Have you ever been convicted of a criminal offense? Yes No

If yes, please clarify: _____

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this BACKGROUND INVESTIGATION NOTICE, as set forth above, and certify that I have read and understand this disclosure. I authorize Preston Bass Interpreting Services or it's representative, USIS Commercial Services, to obtain a "consumer report" or other background information used in connection with Preston Bass Interpreting Services' consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure of employment with Preston Bass Interpreting Services. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. This authorization is valid for any consumer report requested at any time during the tenure of my employment or during the contractual relationship. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions. I understand that I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of information concerning the nature and scope of the investigation.

Applicant Signature _____ Date _____

Printed Name _____ Date _____

Notice to California Applicants
Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living.

I want to receive a free copy of any investigative consumer report requested on me by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by USIS Commercial Services during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at USIS Commercial Services in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

FOR MANAGEMENT USE ONLY:

Requested By _____ Phone # _____ Fax # _____

Line Items:

- County Criminal History Sexual Offender Social Security Verification

FAX TO: 888-234-5373

