

Instructions: Copy A – Sign and return this completed form with the Application for Employment.

- Applicants must complete all sections of this form and submit it with the completed and signed "Application for Employment" form. California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22."

Applicant Information (Print Clearly)

Name of Administaff Client Company (if applicable and known)				
Note: Provide your full name as shown on your driver's license. This information is requested by the vendor to ensure the correct information is obtained from the related courts and agencies.				
First Name	MI	Last Name	Other Names(s) Used	
Social Security Number	Date of Birth (mm/dd/yyyy) Mo Day Yr		Driver's License Number Alpha Num	State
Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports				
By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Administaff, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through <i>any means</i> in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.				
Disclosure of Nature and Scope of Investigation for Investigative Consumer Report				
In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/or certification records depending on the position. Such a report, as well as any credit report, will be obtained from USDataLink, 6711 Bayway Drive, Baytown, TX 77520, telephone 800-527-7930.				
Authorization				
I authorize the procurement of a consumer and/or investigative consumer report by Administaff and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment.				
Print Full Name				
Current Mailing Address			County	
City		State		ZIP Code
Applicant Signature			Date	
California, Minnesota and Oklahoma Applicants Only				
If you wish to receive a free copy of any credit, consumer or investigative consumer report obtained, please indicate by checking this box. <input type="checkbox"/>				
If you would like to receive that report via e-mail (rather than regular mail), please provide your e-mail address: _____				
A summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.				
Minnesota Applicants Only				
Applicants may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.				
Maine Applicants Only				
You may request and promptly receive from the consumer reporting agency a copy of any investigative consumer report prepared. Regarding such investigative consumer reports, you may request from us (and receive within 5 business days) the name, address, and telephone number of the consumer reporting agency's nearest unit designated to handle inquiries.				
Massachusetts and New Jersey Applicants Only				
You have the right to have a copy of the investigative consumer report upon request.				
New York Applicants Only				
Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.				

You are not required to provide the year of your birth date on this form. Please understand that in order to conduct certain background checks and increase the accuracy that the information obtained is your information, you may receive a call from Administaff's Employment Screening Department or USDataLink, our background check vendor, inquiring about your year of birth. Failure to respond to any such inquiry may cause a delay in the processing of your background check and/or may result in a background check not being completed at all, which could negatively impact the hiring process.





Instructions: Copy B – Keep this page for your records.

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Note: Provide your full name as shown on your driver's license. This information is requested by the vendor to ensure the correct information is obtained from the related courts and agencies.
First Name MI Last Name Other Names(s) Used
Social Security Number Date of Birth (mm/dd/yyyy) Driver's License Number State
Mo Day Yr Alpha Num

Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports

By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Administaff, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law.

Disclosure of Nature and Scope of Investigation for Investigative Consumer Report

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living.

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I authorize the procurement of a consumer and/or investigative consumer report by Administaff and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment.

Print Full Name
Current Mailing Address County
City State ZIP Code
Applicant Signature Date

California, Minnesota and Oklahoma Applicants Only

If you wish to receive a free copy of any credit, consumer or investigative consumer report obtained, please indicate by checking this box. []
If you would like to receive that report via e-mail (rather than regular mail), please provide your e-mail address:

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You may request and promptly receive from the consumer reporting agency a copy of any investigative consumer report prepared. Regarding such investigative consumer reports, you may request from us (and receive within 5 business days) the name, address, and telephone number of the consumer reporting agency's nearest unit designated to handle inquiries.

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Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.

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