

Employee Authorization to Release Records

I understand and agree that: The information supplied, was submitted by myself, and all information is true and correct, to the best of my knowledge. BurnsSearch LLC has my authorization to thoroughly investigate my work, education and personal history. I understand that the information supplied by me, regarding my: Employment History, Education, Criminal History, Residence History, and References, will be utilized as part of the processing procedures. A background check will be conducted to verify the veracity of the information. I will hold no person liable for giving or receiving information in this investigation. I hereby authorize BurnsSearch LLC to make a thorough check of my past Employment, Education, and Criminal History. I release from liability all persons, companies, and corporations supplying that information.

Signature: _____

Date: _____

EMPLOYEE INFORMATION

Last Name First Name Middle Social Security Number Date of Birth mm/dd

Other Name(s) Maiden/Married Driver's License Number State

RESIDENCES FOR THE PAST 7 YEARS(Starting with current)

Street Address City/State Zip

Street Address City/State Zip

Street Address City/State Zip

Street Address City/State Zip

Street Address City/State Zip

Street Address City/State Zip

Street Address City/State Zip

(BurnsSearch LLC reserves the right to not to consider for hire anyone that does not agree to sign this authorization.)

BurnsSearch LLC

Contractor Criminal Background Application

I. IDENTIFICATION

Full Name (Please Print): _____
(Last) (First) (MI)

Other name(s) used previously: _____

SSN: ____ / ____ / ____ DOB: ____ / ____ / ____

If not a U.S. Citizen, provide the following:

Country: _____ National Identification #: _____

II. CRIMINAL BACKGROUND

Have you been convicted of a felony within the past 7 years? Yes no

If "yes", please explain:

City/State (or Country): ____ Date of conviction: ____ / ____ / ____

Offense (Provide brief explanation): _____

Have you been convicted of a misdemeanor within the past 3 years? Yes no

If "yes", please explain:

City/State (or Country): ____ Date of conviction: ____ / ____ / ____

Offense (Provide brief explanation): _____

I attest that the above information is accurate, complete and true to the best of my knowledge. I understand that falsification of this information by contractor or vendor constitutes grounds for immediate termination of my assignment with BurnsSearch. I also authorize my employer and entities having relevant information concerning me to provide that information to BurnsSearch and/or its agents.

Any subsequent convictions after initial submission should be reported to BurnsSearch immediately.

Signature: _____

Date: ____ / ____ / ____

AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION

I hereby authorize my prior employer to release any and all information relating to my employment with them to BurnsSearch LLC. I further release and hold harmless both companies from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Signature: _____

Date: _____

(BurnsSearch LLC reserves the right to not to consider for hire anyone that does not agree to sign this authorization.)

AUTHORIZATION FOR RELEASE OF EDUCATIONAL INFORMATION

I, _____ (*name of student*) _____ - _____ - _____ (*student ID number*) give permission to the schools listed below to release information from my educational records to BurnsSearch LLC for employment purposes.

Signature

Date Signed

SCHOOLS ATTENDED

Name of School (High School, College, Vocational)	City/State	Graduation Date