



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)

Form with fields for Name of Insperity Client Company, First Name, Middle Name, Last Name, Social Security Number, Other Names(s) Used, Date of Birth, Driver's License Number, Driver's License State, Current Mailing Address, County, City, State, ZIP Code.

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

By signing below, you acknowledge that Insperity\* and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Insperity, 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.

AUTHORIZATION

Authorization section with fields for Applicant Signature, Date, Parent/Guardian Signature, Date, and checkboxes for various state-specific disclosures (California, Minnesota, Oklahoma, Maine, Massachusetts, New Jersey, New York, Colorado, Connecticut, Illinois, Maryland, Nevada, Oregon, Vermont, Washington, Buffalo NY, Philadelphia PA, Seattle WA, Hawaii and Newark NJ).

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 Insperity Background Screening Department, inquiring about your year of birth.

\* Insperity refers to any of the Insperity entities including its subsidiaries.



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

- 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 Insperity Client Company (if applicable and known)			
<b>Note: Provide your full name as shown on your driver's license. This information is requested by Insperity Employment Screening to ensure the correct information is obtained from the related courts and agencies.</b>			
First Name	Middle Name	Last Name	Social Security Number
Other Names(s) Used	Date of Birth (mm/dd/yyyy)	Driver's License Number	Driver's License State
Current Mailing Address			County
City	State	ZIP Code	

**DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS**

By signing below, you acknowledge that Insperity\* and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Insperity, 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 *any means* 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 general 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 Insperity Employment Screening, 1300 Rollingbrook Street, Suite 300, Baytown, TX 77521, 800-364-7770, Internet address: [www.insperity.com/screening](http://www.insperity.com/screening). Insperity's privacy policy is located at [www.insperity.com/privacy-policy](http://www.insperity.com/privacy-policy).

**AUTHORIZATION**

I authorize the procurement of a consumer and/or investigative consumer report by Insperity 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.	
Applicant Signature	Date (mm/dd/yyyy)
Parent/Guardian Signature if Applicant is a Minor (under age of 18)	Date (mm/dd/yyyy)
<b>California, Minnesota and Oklahoma Applicants Only</b>	To receive a free copy by regular mail of any credit, consumer or investigative consumer report obtained, please indicate by checking this box. <input type="checkbox"/> To receive that report via e-mail, please provide your e-mail address: _____ For CA applicants, a summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.
<b>Minnesota Applicants Only</b>	<input type="checkbox"/> By checking this box, I acknowledge that I have been interviewed for a position with Client Company and/or Insperity or that I have received a conditional offer of employment from Client Company and/or Insperity. Applicants may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.
<b>Maine Applicants Only</b>	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.
<b>Massachusetts and New Jersey Applicants Only</b>	You have the right to have a copy of the investigative consumer report upon request.
<b>New York Applicants Only</b>	<input type="checkbox"/> <b>By checking this box, I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.</b> Upon your request, you will be informed whether or not a consumer or investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. I further understand that I may review and receive a copy of any report by contacting the consumer reporting agency.
<b>California, Colorado, Connecticut, Illinois, Maryland, Nevada, Oregon, Vermont and Washington Applicants Only</b>	<input type="checkbox"/> By checking this box, I understand and acknowledge that Insperity and/or Client Company will not obtain information about my credit worthiness, credit standing, or credit capacity unless the information is substantially job-related and the reasons for using the information are disclosed to me in writing, or the information is required by law.
<b>Buffalo (NY), Philadelphia (PA), Seattle (WA) Applicants Only</b>	<input type="checkbox"/> By checking this box, I acknowledge that I have been interviewed for a position with Client Company and/or Insperity or that I have received a conditional offer of employment from Client Company and/or Insperity.
<b>Hawaii and Newark (NJ) Applicants Only</b>	<input type="checkbox"/> By checking this box, I acknowledge that I have received a conditional offer of employment from Client Company and/or Insperity.

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 Insperity Background Screening Department, 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.

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