

Background Research Release

Simplified

- 🔊 If you consider using the services of one of the many outside credit investigative reporting agencies, you have to comply with the Fair Credit Reporting Act.
- 🔊 The most important regulation under that act is that you provide the applicant with written notification that you might obtain a report on his/her background from either an outside agency, or by your own subscription to such direct data base services.
- 🔊 However, a number of states have passed their own versions of the Federal Act with more restrictions on the notification.
- 🔊 Hence, we suggest that instead of just notification, you obtain written authorization from the job applicant. This is already the law in New York and a few other states.
- 🔊 The authorization should not be in smaller print than the rest of the application; it should be clear and readable. We suggest that it be dated and witnessed by a member of the employer's staff.
- 🔊 Below is a sample authorization that also combines a general release for prior employers, schools, military authorities and governmental agencies to release information to third parties.
- 🔊 Even if you have no plans to use an outside agency, this form is good to have in case you have to use an agency or elect to do so in the future. Copies of the signed form should be included with your written request for information.

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From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 **Do Not Use This Agreement 'As-Is.'**
- 🔊 **This Agreement Is Not Legal Advice.**
- 🔊 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔊 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔊 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

Employment & Background Research Authorization & General Release

Applicant

The undersigned Applicant, in connection with this application, authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to [Company] or its agents and releases them from any liability or responsibility from doing so.

Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

Understood, Agreed & Approved

I have carefully reviewed this contract and agree to and accept all of its terms and conditions. I am executing this Agreement as of the Effective Date below.

Applicant's Signature

[Witness Name], Witness

Effective Date