

Basic Background Check

Recommended

As a minimum background check before hiring any employee, regardless of position.

Includes

- Social Security Search
- Criminal Report—Up to two states and/or counties, one additional name (if applicable)
- Employment verification—Seven year history or three employers
- Reference Check—Up to three professional references

Additional Services that can be added to the above, if applicable (see fee chart)

- **Verification of most recent school attended and professional license verification**

Recommended: Before hiring any employee whose position requires license(s), certification(s) and/or specific educational background

- **Driving record*** (*A signed "Client background check consent form" must accompany this request)

Recommended: Before hiring any employee whose responsibility includes driving for the company

- **Credit report*** (*A signed "Client background check consent form" must accompany this request)

Recommended: Before hiring any employee whose responsibility includes accounting or finances

Comprehensive Background Check

Recommended

Before hiring any associate, partner and/or selling your practice to potential buyers.

Includes

- Social Security Search
- Criminal Report—Up to two states and/or counties, one additional name (if applicable)
- Employment verification—Seven year history or three employers
- Reference Check—Up to three professional references
- Verification of most recent school attended **and** professional license verification
- Driving record* (*A signed "Client background consent form" must accompany these requests)
- Credit report*
- Bankruptcy filing summary
- Civil record search—Seven year history, up to two counties/states



Background Checking Services



**From
Bent Ericksen & Associates**

**P.O. Box 10542 • Eugene, OR 97440
Phone 800/679-2760 • FAX 541/685-0059**

Service(s) Requested

☐ **Basic Background Check—\$189.00**

Add to your Basic Background Check!

☐ Verification of most recent school attended and professional license verification—\$59.00

☐ Driving record*—\$59.00

☐ Credit report*—\$59.00

(*A signed "Client background consent form" must accompany these requests)

☐ **Comprehensive Background Check—\$359.00**

Employer Instructions

Please complete all the required steps on this checklist prior to sending the background check form. Additional required forms are available on the Bent Ericksen & Associates website. Missing and incomplete information will delay your results.

✓ Check when complete

- ☐ Have applicant complete and sign the "Applicant Release and Authorization Consent Form"
- ☐ Have applicant complete and sign the "Application for Employment, Form #102D"
- ☐ Have applicant complete and sign the "Authorization to Give References, Form #105"

✓ Check when complete

- ☐ Indicate above the service(s) you want performed
- ☐ Complete and sign the "Employer Information" section below

✓ Check when complete

☐ Fax or mail a copy of:

- ☐ This page
- ☐ The completed and signed "Applicant Release and Authorization Consent Form"
- ☐ A completed and signed "Application for Employment"
- ☐ A completed and signed "Authorization to Give References Form" for each employment verification
- ☐ A completed and signed "Client Background Check Consent Form" if requesting a driving record or credit report

✓ Check when complete

- ☐ If applicable, California employers must give the applicant a copy of "A summary of your rights" document
- ☐ Additional DMV form required for driving records for PA and NH (disregard fee on DMV applications)

Required forms are on the Bent Ericksen & Associates website

Employer Information

Requested By _____ () DDS () DMD
() DVM () MD
() Other

e-mail _____ Office # _____

Address _____ Fax # _____

City _____ State _____ Zip _____

Credit Card # _____ Exp. _____ CVVC# _____

Signature* _____ Total Amount \$ _____

* My signature certifies that I will comply with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act and/or other state laws.



Bent Ericksen & Associates



APPLICANT RELEASE AND AUTHORIZATION CONSENT FORM

PLEASE PRINT LEGIBLY

Last Name _____ First Name _____ MI _____
Home Phone () _____ Work Phone () _____
Current Drivers License Number _____ State _____
Social Security Number _____
Date of Birth _____ Place of Birth _____

Current Address

Street _____ How Long at this Address? _____
City _____ State _____ Zip Code _____

List any other names used in the last 7 years.

Last Name _____ First Name _____ MI _____
Last Name _____ First Name _____ MI _____

Previous Addresses (Completely list all information regarding where you have lived in the last 7 years.)

City _____ State _____ Zip Code _____ From ____/____/____ To ____/____/____
City _____ State _____ Zip Code _____ From ____/____/____ To ____/____/____

☐ I request a copy of the report

You may contact Bent Ericksen & Associates by calling 800/679-2760 or Apex Investigative Services, Inc. by calling 410/590-3700.

As part of my application for employment, I authorize Bent Ericksen & Associates and Apex Investigative Services to solicit information about my criminal background, employment history, credit history, driving record, scholastic records, and other general public records history for the purpose of determining my employment eligibility. I understand that these reports may include information about my character, general reputation, personal characteristics, and mode of living, credit-worthiness, and credit standing. I hereby release any said persons, schools, companies, former employers and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed initially and periodically by Bent Ericksen & Associates and Apex Investigative Services and reported to my prospective employer and/or employer. I understand my prospective employer and/or employer intends to utilize the investigation into my background for employment purposes only, and shall not disclose such information to any other party.

I hereby acknowledge Bent Ericksen & Associates and Apex Investigative Services cannot vouch for, or guarantee, accuracy of information provided by third parties. Some information (i.e. Public Record Searches, etc.,) is secured by and through third party sources and, that for the fee charged, Bent Ericksen & Associates and Apex Investigative Services cannot be an insurer of the accuracy of this information. Accordingly, I understand and agree that the accuracy of any information furnished is not guaranteed, and I release and hold harmless Bent Ericksen & Associates and Apex Investigative Services, Inc. and their agents, employees, and independent contractors. If hired by my prospective employer, this release shall be in effect for the length of my employment to the extent permitted by law, unless I revoke or cancel my consent by providing a signed letter or statement.

Applicant Signature _____ **Date** _____