

# BACKGROUND INVESTIGATION AUTHORIZATION FORM

(PLEASE READ CAREFULLY BEFORE SIGNING)

The amended Fair Credit Reporting Act (1997) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, general reputation, personal characteristics and mode of living. The main objective of the investigation is to verify information you provided on your application or during the interview process. Upon your written request within reasonable period of time, additional information as to the nature and scope of the report, if one is made, will be provided. In addition, if a report is made, you have the right to request details of the report from the consumer reporting agency.

The items of information requested below are needed to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Last Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month, Day, Year)

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_

Other names Used & Date Changed \_\_\_\_\_  
(Including Maiden Name)

## Home Address for The Past 7 Years:

Street Address	State	City	Zip	County	From (Mo./Yr.)	To (Mo./Yr.)

Have you ever been convicted of a Felony or Misdemeanor crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please Explain: \_\_\_\_\_

What State, what county, what year? \_\_\_\_\_

I authorize Lotus Technical and their agents to investigate my background as it pertains to employment or appointment considerations. This may include investigations of employment history and performance, personal/professional references, educational history, licenses and information contained in public records including credit, criminal, motor vehicle data and worker's compensations. I release all persons, companies or corporations furnishing such information from liability and responsibility. A photostat copy of this document may be substitute for the original.

Print Full Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Potential Employee: \_\_\_\_\_

(MN/CA/OK Residents only): Do you wish to receive a copy of your consumer report? Yes \_\_\_\_\_ No \_\_\_\_\_