

## Description

The Consent to Conduct Background Investigation form records the applicant's consent and authorization to have his or her background investigated. This form authorizes the following types of background investigations: credit, criminal, education, driving, employment and credential or license verification.

## How and When to Use

- ☐ ADP TotalSource strongly encourages Worksite Employers to conduct background checks. Not every position will require the full array of background checks available. The type of check conducted will depend on the position for which the applicant is applying and may be dictated by state or federal law. There should be a valid business reason to conduct a background check. Once the decision to conduct a background check for a particular position(s) has been made by a Worksite Employer, all applicants for the position to whom a conditional offer of employment has been extended should be subject to the background check. Background checks should not be selectively administered.
- ☐ This form should not be completed by the applicant until a conditional offer of employment has been made. This means that you have evaluated the applicant for employment and the applicant will be hired pending the results of the background check or any other test that has been conducted. This should be among the last forms to be filled out in the application process and should not be presented to the applicant with the application. It should be given to the applicant after extending a conditional offer of employment.
- ☐ You should tell the applicant that his or her employment depends on the results of the background check. Because it is often difficult to terminate a person once hired (either as a result of the emotional impact or for legal reasons), we strongly recommend that you do not allow the applicant to begin work until after the results of the background check are received and evaluated. If, for any reason it is essential that the person begin work before the results are evaluated, the offer must be a conditional offer of employment.
- ☐ The top portion of the Consent to Conduct Background Investigation form should be filled out, signed and dated by the applicant. You should complete the bottom portion of the form. Your Human Resources professional will tell you where to send the form for processing.
- ☐ Note that the applicant can indicate by checking a box on the form that they want to receive further disclosure about the nature and scope of an investigative consumer report. An investigative consumer report is one that uses interviews with persons who are associated with, or who have knowledge of, the consumer in question in order to solicit information regarding the consumer's character, mode of living, or general reputation. One example of a report that may trigger this is an employment reference check. Therefore, if the applicant checks the box that indicates they want to receive further disclosure, you may tell them that the background check will include an employment reference check where their three most recent former employers are contacted to verify dates of employment and position.
- ☐ Note that for California, Massachusetts, and New Jersey you must fill in the blank if certain investigative reports are requested, regardless of whether an applicant checks a box.
- ☐ In some states (California, Minnesota and Oklahoma) the applicant can check a box to request that a copy of the report be sent to him or her directly from the consumer reporting agency the same time the report is sent to ADP TotalSource. If this box is checked by the applicant, your ADP TotalSource representative will work with the agency to provide the applicant with a copy of the report.
- ☐ Upon completion of the background investigation, your Human Resources professional will inform you of the results and will address any concerns raised by those results. In addition, "Pre Adverse Action" notices will be sent to all applicants who may be denied employment based upon the results of the background check. Before the employment decision can be final, the applicant must be given five days to dispute the information. If they do not dispute the information within five days, they will receive an "Adverse Action" letter indicating that their employment is denied. Your ADP TotalSource representative will work closely with you on these steps, and has template letters that will be used to send to the applicant.
- ☐ For more information regarding background checks, including how to analyze the results or what types of checks are required or recommended for particular positions, please consult with your TotalSource Human Resources Professional.