**Credit History Check Authorization Form**

[Company Name]  
[Company Address]  
[Phone & Email]

**SECTION 1 — APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Father’s / Spouse’s Name:** |  |
| **Date of Birth:** |  | **CNIC / National ID Number:** |  |
| **Current Address:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone Number:** |  | **Email:** |  |

**SECTION 2 — POSITION & EMPLOYMENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied For:** |  | **Department:** |  |
| **Employment Type:** | ☐ Full-Time  ☐ Part-Time  ☐ Contract | | |

**SECTION 3 — AUTHORIZATION FOR CREDIT CHECK**

I, **(Applicant’s Name)**, hereby authorize **(Company Name)** to obtain and review my **credit history report** from any authorized credit bureau, financial institution, bank, or credit reporting agency.p

I understand that this information will be used solely for employment-related purposes, including:

* evaluating my financial reliability,
* assessing suitability for positions involving financial responsibilities, and
* verifying accuracy of the information provided by me.

I acknowledge that:

* This authorization is voluntary but may be necessary for consideration of my application.
* I have the right to request information about the nature and scope of the report obtained.
* All information obtained will be handled confidentially and used in compliance with relevant laws.

**SECTION 4 — CONSENT & SIGNATURE**

**Applicant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**SECTION 5 — FOR OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Notes** |
| Credit Check Requested | ☐ Yes ☐ No |  |
| Report Received | ☐ Yes ☐ No |  |
| Findings Reviewed | ☐ Yes ☐ No |  |
| Approved by HR |  |  |
| Date | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |