**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Previous Name (if any): |  | Date of Birth: | (DD/MM/YYYY) |
| Social Security Number (SSN | |  | |
| Marital Status: | Single | Married | Other |
| Address: |  | | |
| City: | State/Province: | Postal/Zip Code: | Country: |
| Phone Number: |  | Email Address: |  |

**Employment History**

**Most Recent Employer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name: |  | | Position Held: | |  | |
| Employment Date(s) | From: | (DD/MM/YYYY) | | To: | | (DD/MM/YYYY) |
| Supervisor Name: |  | | Supervisor’s Contact: | |  | |
| Reason for Leaving: |  | | | | | |

**Previous Employer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name: |  | | Position Held: | |  | |
| Employment Date(s) | From: | (DD/MM/YYYY) | | To: | | (DD/MM/YYYY) |
| Supervisor Name: |  | | Supervisor’s Contact: | |  | |
| Reason for Leaving: |  | | | | | |

**Educational Background**

**Highest Level of Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Institution Name: |  | | Degree/Certification: | |  | |
| Field of Study: |  | | | | | |
| Dates Attended | From: | (DD/MM/YYYY) | | To: | | (DD/MM/YYYY) |

**Other Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Institution Name: |  | | Degree/Certification: | |  | |
| Field of Study: |  | | | | | |
| Dates Attended | From: | (DD/MM/YYYY) | | To: | | (DD/MM/YYYY) |

**References**

**Professional Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone & Email Address |  |

**Professional Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone & Email Address |  |

**Criminal Background Check**

|  |  |  |
| --- | --- | --- |
| **Have you ever been convicted of a felony?** | Yes | No |
| **If yes, please explain:** | | |

**Credit Check Authorization**

|  |  |  |
| --- | --- | --- |
| **Do you authorize a credit check?** | Yes | No |

**Consent and Authorization**

|  |  |  |
| --- | --- | --- |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee Name), hereby authorize [Company Name] to conduct a thorough background check, including but not limited to, verification of employment history, education, references, criminal records, and credit history. I understand that this information will be used to determine my eligibility for employment.  I release [Company Name] and any individual or entity providing information from any liability for requesting or supplying such information. | **Employee Signature:** | **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ (DD/MM/YYYY) |

**For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Verified By: |  | Date Verified: | (DD/MM/YYYY) |
| Notes: | | | |
|  | | | |
|  | | | |
|  | | | |