



# EMPLOYMENT PROFILE

Authorization Form to be Fully Completed and Signed  
 \* \* \* *If Hand-Written, Please Print Clearly* \* \* \*

Human Resource ProFile, Inc.  
 8506 Beechmont Ave.  
 Cincinnati, OH 45255  
 Ph: 800-969-4300  
 Fx: 513-388-4320; orders@hrprofile.com

Last Name _____	First Name _____	Middle Name _____	Maiden Name _____
Name _____			
Address _____		City/State _____ / _____	County _____ Zip _____
Previous _____		City/State _____ / _____	County _____ Zip _____
Social Security # _____		Driver's License Number _____	
Date of Birth _____ / _____ / _____ <small>Month Day Year</small> <i>DOB used for identification purposes ONLY.</i>		Driver's License State of Issuance _____	
E-mail address _____		Best phone number to reach you: _____	

### SCHOOLS ATTENDED

Educational achievement is only considered as dictated by the respective job requirements.

School Name	City / State Campus / Phone Number	Dates From	To	Graduate? Y / N	Degree Type Earned
<b>High School:</b>					
If GED received, list state and district or military facility, and year received:			Name as it appears on high school diploma or GED certificate:		
<b>College School Name:</b>					
City/State/Campus/Phone Number		From	To	Graduate?	Degree Type Earned
Major area of study:		Name used at time of graduation or final attendance:			
<b>Grad./Tech./Other School Name:</b>					
City/State/Campus/Phone Number		From	To	Graduate?	Degree Type Earned
Major area of study:		Name used at time of graduation or final attendance:			

### CRIMINAL HISTORY

The presence of Criminal Records do not automatically disqualify an applicant.

**The following State Laws Apply:**

**Under CALIFORNIA and CONNECTICUT law, applicants should provide Conviction Records ONLY.**

**Under HAWAII, MASS., MINN, N.J., PENN., and RHODE ISLAND law, applicants should not respond to the following or any questions seeking criminal records.**

**ALL OTHER APPLICANTS, please complete the following section.**

Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred, had prosecution diverted (diversion program), or adjudication withheld for any crime?      Yes      No

**If Yes, list All Offenses, including Traffic and/or Criminal**

**City, County, and State of Offense**

Year	Offense	City	County	State

Please check here if additional pages are attached listing more offenses:      Yes, see additional sheets

I have been informed in writing that a consumer report or investigative consumer report may be obtained on me for employment purposes. I hereby authorize the procurement of the report and authorize and direct the release to Human Resource ProFile, Inc., an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in federal, state and local files for violations of any federal, state, local statutes or ordinances, my credit history, workers' compensation history, driving record, government agency lists, and scholastic records and hereby release said persons, schools, companies, courts, agencies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Human Resource ProFile, Inc. and reported to my prospective/current employer. I hereby acknowledge that Human Resource ProFile, Inc. cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Human Resource ProFile, Inc., its agents and/or my prospective/current employer from any and all liabilities arising out of any errors or omissions regarding my background information and authorize Human Resource ProFile to release any and all information to my prospective employer. A facsimile or electronic copy with electronic signature shall be considered as valid as the original.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### TO BE COMPLETED BY: EMPLOYER

Date Sent: _____	From: _____	Acct # _____
Time Sent: _____	Phone: _____	
Conviction History	Education Verification	MVR
Federal District Criminal	Violent Sex Offender Search	Credit
National Crim. Database	Statewide Criminal Search	Special Request: _____
		Employment History
		Federal Exclusions (OIG,GSA,etc)

When requesting a report for employment purposes from HRP, you must also certify to HRP that you have provided the applicant/employee with the disclosure form and obtained the applicant/employee's consent to procure the report. HRP's two or three page authorization profile forms comply with these requirements.



# IMPORTANT DISCLOSURE

FCRA Required  
Clear and Conspicuous Notice

**Please read before completing and signing the Employment ProFile Form.**

**I HAVE BEEN INFORMED IN WRITING AND ACKNOWLEDGE THAT A "CONSUMER REPORT" AND/OR AN "INVESTIGATIVE CONSUMER REPORT" MAY BE OBTAINED ON ME FOR EMPLOYMENT PURPOSES.**

**I FURTHER UNDERSTAND THAT THIS "CONSUMER REPORT" AND/OR "INVESTIGATIVE CONSUMER REPORT" WILL BE PERFORMED BY HUMAN RESOURCE PROFILE AND PROVIDED TO MY PROSPECTIVE/CURRENT EMPLOYER. I ALSO UNDERSTAND THAT I HAVE CERTAIN RIGHTS THAT ALLOW ME TO DISPUTE ANY ERRONEOUS INFORMATION CONTAINED IN MY REPORT.**

**I FURTHER UNDERSTAND I HAVE A RIGHT TO MAKE A REQUEST TO HR PROFILE, UPON PROPER IDENTIFICATION, TO REQUEST THE NATURE AND SUBSTANCE OF ALL INFORMATION IN ITS FILES ON ME AT THE TIME OF MY REQUEST.**

**I ALSO ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS STATEMENT.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notice to California Applicants:** Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HR ProFile during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at HR ProFile in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

YES, I am a California Applicant and I request to receive a free copy of any investigative consumer report ordered on me by checking this box.

YES, I am a California Applicant and I hereby waive my right to obtain a copy of the consumer report by checking this box.

**Maine applicants only:** By checking here, I indicate that I wish to receive a copy of any Report obtained by the Employer from HR ProFile as well as the address and telephone number of said consumer reporting agency. (Check only if you wish to receive a copy)

**New York applicants only:** By checking here, I acknowledge that I have received the attached copy of Article 23A of New York's Correction Law and that I wish to receive a copy of any Report obtained by the Employer from HR ProFile as well as the address and telephone number of said consumer reporting agency.

**Massachusetts, Minnesota, New Jersey, & Oklahoma applicants only:** I have the right to request a copy of any Report obtained by the Employer from HR ProFile by placing a checkmark here. (Check only if you wish to receive a copy)

**California, Connecticut, Hawaii, Illinois, Maryland, Oregon, Vermont, & Washington State applicants only (as applicable):** I understand that the Employer will not obtain information about my credit history/records, credit worthiness, credit standing, or credit capacity unless the information is substantially job related, and the reasons for using the information are disclosed to me in writing. Credit history information is considered for positions whose essential functions include access to customer and/or company financial or confidential information, managerial positions (as defined by the State Labor Laws), a position in a financial institution, a position with signatory rights on the company bank account credit card, or money transfers, a position with authority to enter into financial contracts, a position with regular access to cash totaling \$10,000 or more of the employer, a customer, or a client during the workday, or a position for which the information contained in the report is required by law to be disclosed or obtained.

**Human Resource ProFile, Inc.**

8506 Beechmont Avenue \* Cincinnati, OH 45255-4708 \* 800/969-4300 \* 513/388-4300 \* Fax 513/388-4320