



**Applicant Forms Packet
For Use In Specific Jurisdictions
(With Criminal History)**

Instructions for Completing the Applicant Forms Packet

- Complete, sign and date the following forms that are included in this packet.
- Contact your recruiter/hiring manager with any questions.

Form	Applicant Instructions
Application For Employment For Use In Specific Jurisdictions (With Criminal History) (Rev. 05-04-16)	Return the original to the recruiter/hiring manager. Note: All applicants must complete a detailed employment application even if your resume and reference information is available.
Disclosure Statement and Authorization (Rev. 01-25-16)	Copy A - Company Copy Copy B - Applicant Copy You are not required to provide the year of your birth date or Social Security Number (SSN) on this form. Please understand that in order to conduct certain background checks and increase the accuracy that the information obtained is your information, you may receive a call from Insperity Background Screening Dept., inquiring about your year of birth and SSN. Failure to respond to any such inquiry may cause a delay in the processing of your background check and/or may result in a background check not being completed at all, which could negatively impact the hiring process. *Insperity refers to any of the Insperity entities including its subsidiaries.

FOR HIRING AUTHORITY USE ONLY	
Pre-Employment Background Screening Services Request (Rev. 05-04-16)	Complete the form and submit to Insperity Employment Screening. Note: Applicants do not complete this form.
FCRA Certification and State Specific Disclosure Acknowledgment (Rev. 05-04-16)	Complete sections A and B, sign and date, then submit this form to Insperity Employment Screening. Note: Applicants do not complete this form.



Name of Insperity Client Company (if applicable and known)
How did you hear about the position for which you are applying?

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

— PLEASE TYPE OR PRINT IN INK —			Today's Date	
First Name	MI	Last Name	Last 4 Digits of Social Security Number	
Current Mailing Address			How long at current address?	
City	County	State	ZIP Code	
Daytime Telephone	Home Telephone	Email Address		
Position for which you are applying		Date available for work	What is your minimum salary requirement?	
Check the following options you would consider. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		If part-time, specify hours and days available.		
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work at Insperity or the client company to which you have applied (e.g., non-compete, non-solicitation)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , explain and provide a copy of such agreement.				

EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
Colleges*				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate School and Last Name(s) Used at Time of Graduation				
* Only list colleges or universities accredited by the Department of Education (DOE). The DOE maintains a database of accredited institutions at http://ope.ed.gov/accreditation . It is your responsibility to verify accreditation.				
List coursework undertaken or degree/diploma received from an unaccredited college, as well as any other education, training, special skills or certificates/licenses that you possess related to the job.				
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date



GENERAL INFORMATION

APPLICANT NAME _____

EDUCATION & TRAINING (CONTINUED)

List any machines, equipment or software programs on which you are qualified and experienced in operating.	
List any languages that you speak fluently.	List any languages that you read/write fluently.
If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are applying for a government contractor position, please specify whether you have a security clearance and what level the security clearance is:	
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 16 years old or over? <input type="checkbox"/> No <input type="checkbox"/> Yes ▶ Age <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 or over
Have you ever been employed, or are you currently employed by Insperty/Administaff or an Insperty/Administaff Client? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give dates: From: (month/year) To: (month/year)
Do you have any relatives currently working at Insperty/Administaff? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any relatives serving on the Board of Directors for Insperty/Administaff? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any relatives currently working at the client company to which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes to any of the above questions, please list the relatives:	

EMPLOYMENT HISTORY (List all work experience beginning with the present or most recent job. You may also include any volunteer and/or military work. Use back of application, if necessary.)

MOST RECENT JOB HELD	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		
	Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer		Type of Business		
	Address		City	State ZIP Code	
	Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		
	Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	



EMPLOYMENT HISTORY (CONTINUED)

APPLICANT NAME _____

PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	Supervisor Name		Supervisor Phone Number		Human Resource/Payroll Phone Number
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)		Last Salary \$
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	Supervisor Name		Supervisor Phone Number		Human Resource/Payroll Phone Number
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)		Last Salary \$
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	Supervisor Name		Supervisor Phone Number		Human Resource/Payroll Phone Number
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)		Last Salary \$
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	Supervisor Name		Supervisor Phone Number		Human Resource/Payroll Phone Number
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)		Last Salary \$
	Brief Description of Duties			Reason for Leaving	

ADDITIONAL INFORMATION

APPLICANT NAME _____

CRIMINAL RECORD INFORMATION (Instructions for answering the next two questions below):

- A. **All Applicants.** Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned or deferred **AND** withdrawn.
- B. **California Applicants.** Do not include: a misdemeanor conviction for possession or transportation of a small amount of marijuana (28.5 grams or less) if the conviction is more than two (2) years old; participation in any pretrial or post trial diversion program for drug or alcohol rehabilitation; or a misdemeanor conviction for which probation was successfully completed or otherwise discharged **AND** the case was judicially dismissed.
- C. **Colorado Applicants.** Exclude information involving any record of civil or military disobedience unless such matters resulted in a plea of guilty or a conviction by a court of competent jurisdiction.
- D. **Connecticut Applicants.** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. Criminal records subject to erasure are: records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs; an adjudication as a youthful offender; a criminal charge that has been dismissed or nulled (not prosecuted); a criminal charge for which the person was found not guilty; or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.
- E. **District of Columbia, Hawaii, Illinois, Massachusetts, Minnesota, New Jersey, Oregon and Rhode Island Applicants.** Do not answer the following two questions.
- F. **Michigan Applicants.** Regarding pending charges, limit your response to felony offenses.
- G. **New York Applicants.** Exclude any adjudications as a youthful offender.
- H. **Utah Applicants.** Regarding convictions, limit your response to felony convictions. Do not respond to the second question (regarding pending charges).
- I. **Cities of San Francisco (CA), Baltimore (MD), Buffalo (NY), Columbia (MO), Rochester (NY), Seattle (WA) and Austin (TX) Applicants.** Applicants residing in these cities or applying for a position physically located in these cities do not answer the following two questions.
- J. **Counties of Montgomery County (MD) and Prince George's County (MD) Applicants.** Applicants residing in these counties or applying for a position physically located in these counties do not answer the following two questions.

1. Convictions/Pleas. In the past seven (7) years, have you ever been convicted of, or pled guilty or no contest to, any felony offense other than any applicable exceptions listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Pending Matters. Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CRIMINAL RECORDS: If you answered Yes to either of the above two questions, please provide the date(s), what county and describe that criminal record so the individual circumstances can be considered. <i>Criminal convictions or pending matters will not automatically disqualify an applicant from employment. An individualized assessment will be conducted in accordance with state and federal law before any employment decision is made.</i>	

BUSINESS REFERENCES (List three individuals, in addition to listed employment references, known to you for at least three years.)

Name	Occupation/Association	Telephone	Email Address
1.			
2.			
3.			

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin or disability.



ADDITIONAL INFORMATION

APPLICANT NAME _____

AGREEMENT (Please read the following statement carefully.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Insperity any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Insperity, from liability for any damage that may result from furnishing same to Insperity.

If employed by Insperity and its client company, I agree to abide by the policies and procedures of Insperity and its client company, which include the Insperity Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Insperity, the client company or myself. I further understand that no manager or representative of Insperity or its client company other than the president of Insperity has any authority to enter into any agreement, oral or written, on behalf of Insperity for a term of employment or to make any assurance or promise of continued employment.

CALIFORNIA APPLICANTS: I further understand that Insperity and/or its client company may obtain Public Records about me as part of an internal background investigation and that I may waive my right to receive a copy of such Public Records by checking this box:

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I also understand that if I test positive for the presence of drugs or alcohol, I will be precluded from employment with the company.

FOR ARIZONA APPLICANTS: To the extent required by applicable law, a smoke free workplace is maintained.

FOR MASSACHUSETTS APPLICANTS: Under Massachusetts Law, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties of civil liability.

FOR RHODE ISLAND APPLICANTS: The company is subject to chapter 29-38 of title 28 of the General Laws of Rhode Island and is therefore covered by the state's Workers' Compensation law.

SIGN AND DATE THE FORM

Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security No.

FOR MARYLAND APPLICANTS ONLY: Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

Maryland Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security No.



Copy A – Company Copy

APPLICANT INFORMATION (Print Clearly)

Form with fields for Name of Insperity Client Company, First Name, Middle Name, Last Name, Social Security Number, Other Names(s) Used, Date of Birth, Driver's License Number, Driver's License State, Current Mailing Address, County, City, State, ZIP Code.

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

By signing below, you acknowledge that Insperity* and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Insperity, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law.

DISCLOSURE OF NATURE AND SCOPE OF INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORT

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living.

AUTHORIZATION

Authorization section with fields for Applicant Signature, Date, Parent/Guardian Signature, Date, and checkboxes for California, Minnesota, and Oklahoma Applicants; Minnesota Applicants; Massachusetts and New Jersey Applicants; New York Applicants; Washington (DC) Applicants; and California, Colorado, Connecticut, Illinois, Maryland, Nevada, New York City (NY), Oregon, Vermont and Washington Applicants.



Copy B – Applicant Copy

APPLICANT INFORMATION (Print Clearly)

Name of Insperity Client Company (if applicable and known)				
Note: Provide your full name as shown on your driver's license. This information is requested by Insperity Employment Screening to ensure the correct information is obtained from the related courts and agencies.				
First Name	Middle Name	Last Name		Social Security Number
Other Names(s) Used		Date of Birth (mm/dd/yyyy)	Driver's License Number	Driver's License State
Current Mailing Address			County	
City			State	ZIP Code

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

By signing below, you acknowledge that Insperity* and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Insperity, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through *any means* in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the general nature and scope of such investigation is provided below.

DISCLOSURE OF NATURE AND SCOPE OF INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORT

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/or certification records depending on the position. Such a report, as well as any reports containing credit information, will be obtained from Insperity Employment Screening, 1300 Rollingbrook Street, Suite 300, Baytown, TX 77521, 800-364-7770, Internet address: www.insperity.com/screening. Insperity's privacy policy is located at www.insperity.com/privacy-policy.

AUTHORIZATION

I authorize the procurement of a consumer and/or investigative consumer report by Insperity and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment.	
Applicant Signature	Date (mm/dd/yyyy)
Parent/Guardian Signature if Applicant is a Minor (under age of 18)	Date (mm/dd/yyyy)
California, Minnesota and Oklahoma Applicants Only	To receive a free copy by regular mail of any credit, consumer or investigative consumer report obtained, please indicate by checking this box. <input type="checkbox"/> To receive that report via email, please provide your email address: _____ For CA applicants, a summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.
Minnesota Applicants Only	Applicants may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.
Massachusetts and New Jersey Applicants Only	You have the right to have a copy of the investigative consumer report upon request.
New York Applicants Only	<input type="checkbox"/> By checking this box, I acknowledge receipt of a copy of Article 23-A of the New York Correction Law. Upon your request, you will be informed whether or not a consumer or investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You further understand that you may review and receive a copy of any report by contacting the consumer reporting agency.
Washington (DC) Applicants Only	You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
California, Colorado, Connecticut, Illinois, Maryland, Nevada, New York City (NY), Oregon, Vermont and Washington Applicants Only	<input type="checkbox"/> By checking this box, I understand and acknowledge that Insperity and/or Client Company will not obtain information about my 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, or the information is required by law.



Completion Instructions:

- Client company's designated representative/recruiter completes and faxes this form along with completed and signed "Application For Employment For Use In All Jurisdictions" OR "Application For Employment For Use In Specific Jurisdictions" and "Disclosure Statement and Authorization" to Insperity Background Screening Dept. at 888-273-1201. California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22." Forms may also be emailed to incoming_orders@insperity.com.

Client Information

Name of Insperity Client Company	Client Number	Recruiter (if known)	Date (mm/dd/yyyy)
Client Contact	Contact Phone Number	Contact Email Address	

Background Request Information

Applicant's Full Name	Job Title/Position Applying For
Is this position regulated by the Department of Transportation (DOT)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please contact J.J. Keller at 800-843-3174, ext. 8218. Insperity has contracted with J.J. Keller to offer DOT Compliance Services. For more information, contact your Insperity safety consultant. Under the Client Service Agreement (CSA), it is the client's responsibility to comply with industry requirements related to its specific industry, including DOT regulations and any other industry-specific regulations or requirements.</i>	

Services Requested – (Employment Screening Package Options)

Insperity's background checks are not designed to comply with industry-specific laws, regulations or requirements that may affect your business.

<input type="checkbox"/> Basic Package	<input type="checkbox"/> Standard Package	<input type="checkbox"/> Professional Package	<input type="checkbox"/> Custom Package
<ul style="list-style-type: none"> Social Security Number Verification (SSNV) National Sex Offender Registry Search 7-Year Criminal Check - Checks all residences included in the SSNV results - Includes all felonies and misdemeanors held in felony court 	<ul style="list-style-type: none"> Social Security Number Verification (SSNV) National Sex Offender Registry Search 7-Year Criminal Check - Checks all residences included in SSNV results - Includes all felonies and misdemeanors held in felony court Employment Verification - Last 5 years - Up to 3 employers Education Verification - Highest level attained 	<ul style="list-style-type: none"> Social Security Number Verification (SSNV) National Sex Offender Registry Search 7-Year Criminal Check - Checks all residences included in SSNV results - Includes all felonies and misdemeanors held in felony court Employment Verification - Last 7 years - Up to 5 employers Education Verification - Highest level attained Interview two professional references 	<ul style="list-style-type: none"> Contact Insperity Employment Screening directly for Custom Packages and Pricing at 800-364-7770. <p>Insperity Employment Screening will give your Custom Package a name. Refer to this name when requesting these specific services.</p> <p>Name of Package: _____</p>
Package Price \$47.50*	Package Price \$79.50*	Package Price \$95.50*	Package Price To be Determined

Services listed below can be purchased in addition to any package or purchased separately.

Report Type	Purchased with Package		Purchased Separately	
<input type="checkbox"/> Employment Credit Report <i>Trans Union or Equifax available</i> <i>Several states have laws restricting an employer's use of credit checks. Some states require prior written notice to the applicant that a credit check is being requested based on certain job-related duties prescribed by state law. Similarly, unless a state law provides otherwise, Insperity generally recommends that credit checks be completed only on cash-handling positions or for positions that have access to confidential or sensitive information (such as employee or customer personal information). Any questions should be referred directly to your Insperity Background Specialist at 866-280-4426.</i>	\$6.50		\$8.50	
<input type="checkbox"/> Driving Records <i>All states available, most in 1 business day</i>	Prices vary from state to state. If you want to know about pricing for a specific state, please contact Insperity Employment Screening directly.			
<input type="checkbox"/> Education Verification <i>Only highest level attained is included in package. Additional verifications are available.</i>	Number of additional levels requested _____	\$10.00 each	Number of additional levels requested _____	\$12.00 each
<input type="checkbox"/> Basic Employment Verification <i>Basic employment verification provides a single authorized verification of the applicant's current or previous employment including: start date, end date, title, salary, reasons for leaving, eligibility for rehire, verifier's name and position. Additional employment verifications are available upon request.</i>	Number of additional employers _____	\$10.00 each	Number of additional employers _____	\$12.00 each
<input type="checkbox"/> Professional Credential Verification <i>Occupational licensing, certifications, associations, standing, etc.</i>	\$10.00		\$12.00	
<input type="checkbox"/> U.S. Government Excluded Parties Searches <i>Required by some government contracts</i>	Free with any package if contractually required			
<p>* Price is all-inclusive based on one applicant/one name. If required, aliases and maiden names can be submitted and checked during processing at additional costs of \$12.50 per jurisdiction checked.</p> <p>* The state of New York maintains a centralized repository of county criminal records in lieu of offering direct access in each county. If an applicant has resided in NY in the last seven (7) years, New York's fee (\$65) for accessing the repository will be added as a surcharge to the package price. Note: Clients that hire a large number of candidates from New York should contact our Client Background Management team for strategies to reduce their screening costs.</p>				

Note: By submitting this form, you are requesting Insperity Employment Screening to conduct the screening(s) requested above and Insperity to bill you in accordance with the pricing outlined above.

Completion Instructions:

- Complete sections A and B and the signature block below and Submit with Pre-Employment Background Screening Services Request form, Disclosure Statement and Authorization form and Application For Employment For Use In All Jurisdictions OR Application For Employment For Use In Specific Jurisdictions form.
- Email to customer.service@insperity.com or Fax to 888-273-1201.

Applicant/Employee Information				
First Name	MI	Last Name	Last 4 Digits of Social Security No.	Insperity Employee ID No.
				OR
Client Company Name				Client Number

Section A – Certification for Use of Background Checks for Employment Purposes

To process a background check for employment purposes, your company must acknowledge the following statement in accordance with the **Fair Credit Reporting Act**:

By checking this box, I certify that a stand-alone disclosure has been provided to the individual who is the subject of this request and that the individual has provided written authorization to obtain this report. I further certify, that if adverse action is contemplated, prior to taking adverse action, a copy of the report and a copy of the FCRA Summary of Rights will be provided to the individual and the individual will have a reasonable opportunity to contest the accuracy of the report. In addition, if adverse action is taken, I certify that a written adverse action notice will be provided to the individual. Finally, I certify that information from the report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

In what state will this individual be primarily working? _____

In what city will this individual be primarily working? _____

Will this individual be earning over \$75,000 per year? Yes No Unknown

Section B – State Specific Disclosure Acknowledgment

By submitting this background check request, client company confirms that this request is being submitted at the stage of the hiring process where state or local law permits criminal information to be obtained. (Please check only ONE box.)

Check the appropriate box below:

I certify that the applicant named in the attached Disclosure Statement & Authorization has been **INTERVIEWED** or has received a **CONDITIONAL OFFER OF EMPLOYMENT** from client company and/or Insperity for a position located in one of the following locations:

STATES	Illinois, Minnesota, New Jersey, Oregon (other than Portland), Rhode Island
COUNTIES	Montgomery County (MD), Prince George’s County (MD)
CITIES	San Francisco (CA), Buffalo (NY), Rochester (NY), Seattle (WA)

I certify that the applicant named in the attached Disclosure Statement & Authorization has received a **CONDITIONAL OFFER OF EMPLOYMENT** from client company and/or Insperity for a position located in one of the following locations:

STATES	Hawaii
CITIES	Baltimore (MD), Columbia (MO), New York City (NY), Philadelphia (PA), Portland (OR), Austin (TX), Washington (D.C.)

I certify that the position for the applicant named in the attached Disclosure Statement & Authorization is **NOT** located in any of the locations listed on this form.

I certify that the position for the applicant named in the attached Disclosure Statement & Authorization is specifically noted as **EXEMPT** from restrictions on inquiry into criminal history under state or local law in the cities/counties/states listed above.

I certify that the company has **LESS THAN** the required number of employees.

STATES	Illinois (<15 in Illinois), New Jersey (<15 total employees), Rhode Island (<4 total employees)
COUNTIES	Montgomery County (MD) (<15 in the county), Prince George's County (MD) (<25 in the county)
CITIES	San Francisco (CA) (<20 total employees), Baltimore (MD) (<10 in the city), Buffalo (NY) (<15 total employees), New York City (NY) (<4 total employees), Rochester (NY) (<4 total employees), Philadelphia (PA) (<10 in the city), Portland (OR) (<6 total employees), Austin (TX) (<15 in the city), Washington (D.C.) (<11 in the district)

Sign and Date the Form				
Applicant/Employee First Name	MI	Last Name	Last 4 Digits of Social Security No.	Insperity Employee ID No.
			OR	
Client Company Name				Client Number
Client Representative Signature				Date Signed (mm/dd/yyyy)
Print Full Name		Title		