

PRE-NOTIFICATION OF BACKGROUND INQUIRY

For and in consideration of my application for potential employment or continued employment with **South Bend Career Academy**, I hereby authorize and request that an "investigative consumer report" (background inquiry) be compiled regarding the undersigned. I understand that this inquiry may include information regarding my character, personal characteristics, mode of living, and general reputation.

By placing my signature below, I acknowledge that this background inquiry may involve the request of any or all of the following (as allowed by law):

- Any public record of criminal convictions.
- Any incident of dishonesty, theft, moral turpitude, violence, or drug-related offenses reported by merchants, employers, businesses or individuals.
- Any credit bureau report.
- Any driving history related to infractions or accidents.
- Any previous employment records
- Any public, semi-public, or proprietary records from any record repository

_____ (Initials of applicant)

I hereby authorize and request the cooperation of any governmental or law enforcement agencies, credit bureaus, proprietary databases, former employers, business sources, or individuals called upon by **South Bend Career Academy** or its authorized agent, Per Mar Security and Research Corporation (henceforth: "Per Mar"), in the release and dissemination of the requested information.

_____ (Initials of applicant)

I further authorize **South Bend Career Academy** and/or its agent, Per Mar, to make further like inquiries from time to time, as deemed necessary for employment purposes. I waive any further notice with respect to the inquiries made by or on behalf of **South Bend Career Academy**, and agree to generally release and fully discharge **South Bend Career Academy**, Per Mar, every such law enforcement agency, every such governmental agency, every such prior employer, every such credit bureau, database, or individual with regard to the release and dissemination of the requested information.

_____ (Initials of applicant)

I understand that I may obtain a free copy of this "consumer report," where applicable, if an adverse action or decision is made based upon the information in the "consumer report." I must make a written request within 60 days of the adverse action/decision.

A photocopy of this authorization and release shall be considered as effective and valid as the original.

Applicant, please complete all of the following information (additional pages may be used, if needed):

Full Legal Name: _____

Current and Prior Addresses for the **last seven years** to include house number, street name, City, State, and County:

Current: _____

Prior: _____

Prior: _____

Previous names or aliases: _____

Social Security Number: _____ Date of Birth: _____

Driver's License State: _____ Driver's License Number: _____

Signature

Date

The information requested above is done so for the purpose of conducting a pre-employment and continued employment investigation only. **South Bend Career Academy** is an equal opportunity employer. It is our policy to provide employment without regard to age, race, religion, color, national origin, sex, marital status, or disability.