

## Employment Screening On-demand

### Put Our 25 Years of Industry Experience on Your Team!

There is no substitute for experience. And it's our decades of experience that sets Employer's InfoSource apart from the crowded employment screening field. Quite frankly, we were providing employment background screening services to multi-billion dollar, household name companies before most of today's background checkers could tie their shoelaces – seriously! We cut our teeth on a cadre of diverse, low and high volume accounts that demanded rapid turnaround times without sacrificing thoroughness and accuracy – and naturally, we wouldn't have it any other way. Indeed, our best practices, legally compliant, hands-on methodology combined with high-touch customer service, has been the cornerstone of our company's business model since inception in 1990.

In our 25 years in the employment screening industry, we've seen a lot, learned a lot and have dealt with just about everything that can occur while verifying someone's background and professional credentials. Helping employer's avoid the *negligent hiring trap* while making the best, most informed hiring decisions, is the essence of what we do. Think of us as the value-added annex of your in-house capabilities. Our service features include:

- ✓ No Term Contracts, Start-up Fees or Recurring Subscriber Fees
- ✓ Secure, Online (or Fax) Ordering and Secure Online Report Delivery
- ✓ High-Touch Customer Service and Support
- ✓ Real Background Checks Performed by Experienced Professionals
- ✓ Forms, Disclosures and Compliance Materials Provided Free of Charge

### National & International Services

Employer's InfoSource can search or verify criminal records, credit, employment history, education, professional licensing, references and more, in over 250 countries and territories. The core of our global capabilities is a network of experienced record search agents on the ground, performing hands-on record checks throughout the world. Criminal records source information and scope varies by country and are searched at the appropriate courthouse, police station or other official government designated official records repository. Other verifications such as education and employment or references are performed via telephone, e-mail or telefax correspondence.

## Services

Employer's InfoSource will assist you with formulating employment screening and background verification solutions best suited to your specific requirements. We will also thoroughly explain the scope and certain limitations of each background component and ensure that your needs and expectations are covered. Our services are available either al la carte on-demand or in pre-established package plans.

### Individual Services

**County Criminal Court Records** (Misdemeanor and Felony)

**Statewide Criminal Record Search**

**Federal Criminal Records Search (By Court District)**

**Sex Offender Registry Search (State and/or National)**

**Proprietary Multi-jurisdiction, Multi-state Criminal Record Database Search**

(Frequently and erroneously referred to as: "National Criminal Records Search.")

**International Criminal Record Search**

**Employment History Verification**

**Motor Vehicle Report** (Driving History)

**Social Security Trace Report** (Identity, Residential History Profile)

**Consumer Credit Report** (Trans Union Pre-employment Evaluation Report)

**Education (Degree) Verification**

**Professional Licensure/Certification Verification**

**Professional Reference Interviews**

**Personal Reference Interviews**

**MedClear Pro – Combined Sanctions Lists Name Search** **OIG, GSA, FDA, DEA, Tri-Care**

**Drug Screening** (Locations *Everywhere* Nationwide) (Call for details)

## Ordering Background Checks – Procedural Checklist

- \_\_\_ **Consent Form:** Applicant Reads & Signs Authorization, Consent and Release for Background Information before background screening is ordered. (Please ensure that requested information is complete and legible.)
  
- \_\_\_ **FCRA Required Handout:** Applicant(s) are given a copy of the FCRA required “**Summary of Your Rights Under the FCRA**” handout contemporaneously with the Consent form.
  
- \_\_\_ **FAX Ordering:** Use Fax Order / Cover Page to Fax new service orders: Simply check the boxes for the individual screening reports or circle the pre-established service package plans. **Fax to: 800-422-5711.** (Extremely light, faded, extremely dark paper or illegible text is very problematic and should not be faxed.)
  
- \_\_\_ **Include Specific Information:** Information applicable to the specific verification services you are requesting e.g. employment history, personal/professional references, license numbers, school city/campus information, etc. is extremely important. (More information is better than not enough.) Processing delays due to missing, incomplete or illegible information can almost always be avoided. Also, please be aware that sources of information such as employers, schools and some criminal courts, do not always respond to record verification requests as quickly as we would like. This is beyond our control.
  
- \_\_\_ **Online Ordering:** For added convenience, service orders can be entered online 24/7, (some basic system orientation training is needed). (Please check all entered data for accuracy prior to submitting.) **(A misspelled name or incorrect DOB or SSN for example, may create an inaccurate record search / erroneous verification result.)** Even if ordering online, we may still need you to Fax the applicant’s signed consent form as many employers, schools and DMV’s require faxed applicant consent before releasing information.
  
- \_\_\_ **California Applicants:** Under California Law, applicants are entitled to a free copy of their Consumer Report by checking the ‘Yes’ box provided on the Consent form. When the ‘Yes’ box is checked, it is the end user’s (your company’s) obligation to mail the report to the applicant/candidate within 3 business days. This required task may be relegated to Employer’s InfoSource upon prearranged agreement.
  
- \_\_\_ **Completed Reports:** Reports are normally delivered online. You will receive an e-mail alert and a link to your completed report(s). You may also logon and check the progress of your service orders and manage your account at your convenience 24/7.
  
- \_\_\_ **FCRA Adverse Action Procedures:** If you decide not to hire a job applicant and your decision not to hire was based either in whole, or in part, on information that you received from a Consumer Report (also known as a background check report), obtained from an outsourced background screening service, federal law requires that you follow prescribed procedures and provide specific notices and disclosures. (Please see our Guide to Adverse Action Procedures.)

## Legal Compliance

As a Consumer Reporting Agency (CRA), Employer's InfoSource complies with applicable provisions of the Fair Credit Reporting Act (FCRA) as well as related federal and state laws and regulations. (The FCRA regulates the procurement, dissemination and use of Consumer Reports for employment evaluation purposes.)

We provide our clients with required consent & disclosure forms and additional required FCRA compliance reference materials free of charge. Our compliance forms and required compliance reference materials have received qualified legal review. However, **Employer's InfoSource is not an attorney and does not offer or provide legal advice.** We always recommend that employers and users of consumer reports (outsourced background check reports), consult qualified legal counsel in matters pertaining to legal compliance and labor law.

## It's Easy to Get Started!

First, let's discuss your employment screening needs and we will provide you with a detailed service proposal and pricing quotation specifically addressing your requirements. We will require a basic Service Agreement and due to the sensitive nature of consumer reports, we are required by federal regulations to perform verification of all new clients. This involves verification of typical business identity such as telephone and Internet listings, physical address verification, Web site review, corporate filings and 3 business trade/vendor references. This vetting process takes from 1 to 2 business days.

**Note:** Under federal guidelines and credit bureau policy, customers who will be ordering credit reports as a component of background screenings, must have a physical onsite business premises inspection performed by a credit bureau approved inspection service. This takes about 20 minutes and verifies that the user of credit reports is a legitimate business entity and meets the permissible purpose criteria established for employers that wish to access consumer credit reports. Publically traded companies are exempt from this inspection process.

## Careful Hiring Made Easy!

Once a consistent and effective job applicant background verification program is in place, it becomes an automatic component of your hiring process and can provide a significant extra dose of verification, hiring carefulness, employee/customer protection and peace of mind!

Let's get the process started today! Please call 1-800-FOR-CHECK (367-2435) or e-mail: [Sales@EIS4Check.com](mailto:Sales@EIS4Check.com).

We look forward to hearing from you soon!