



Employment Verification Request

Instructions:

1. An Employment Verification Request is **optional**.
2. The Employment Verification Request Form must be signed by an authorized individual.
3. You will receive a link to securely submit the Employment Verification Form signed by the applicant.
4. When the Employment Verification check is complete, the contact will receive a secure link to retrieve the Report.
5. **Employment Verification will add additional time for completion of the Background Check Report.**

Today's Date		
Applicant's Last Name	First Name	Middle Name
Street Address	City, State, Zip Code	Date of Birth

Has the applicant requested a copy of their consumer report? YES NO

Employer Name	Current or Previous Employer	
Position	From (mm/yyyy) to (mm/yyyy)	
Salary (\$)	Per Year / Weekly / Bi-weekly	
Contact Name	Phone	Email

Employer Name	Current or Previous Employer	
Position	From (mm/yyyy) to (mm/yyyy)	
Salary (\$)	Per Year / Weekly / Bi-weekly	
Contact Name	Phone	Email

****Please attach additional sheets if needed.**