



# EMPLOYMENT PROFILE

Authorization Form to be Fully Completed & Signed

\*\*\*\*\* Please Print Clearly \*\*\*\*\*

Human Resource ProFile, Inc.

8506 Beechmont Ave.

Cincinnati, OH 45255-4708

800-969-4300 / 513-388-4300

Fax 513-388-4320

## INDIVIDUAL INFORMATION

Name _____	Last _____	First _____	MI _____	Maiden _____
Address _____	City/State _____	County _____	Zip _____	
Previous _____	City/State _____	County _____	Zip _____	
Social Security # _____	Driver's License Number _____			
Date of Birth _____ / _____ / _____ Month Day Year	Age is not a criterion in any decision, but is used for identification purposes ONLY.			
Driver's License State of Issuance _____				

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

### CALIFORNIA, CONNECTICUT, MASSACHUSETTS, and PENNSYLVANIA Applicant instructions:

Under California and Connecticut law, employers are prohibited from making pre-employment inquiries about an applicant's non-conviction criminal history. California and Connecticut applicants should answer the following question ONLY as it relates to your criminal conviction history. Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. **MASSACHUSETTS AND PENNSYLVANIA APPLICANTS SHOULD NOT respond to the following or any questions seeking criminal record information. ALL OTHER APPLICANTS, please complete the following.**

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/current employer. A facsimile or electronic copy with electronic signature shall be considered as valid as the original.

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

## TO BE COMPLETED BY: Vernon Produce

Date Sent: _____	From: _____	Acct # <b>VERNP-001</b>	
Time Sent: _____	Phone: _____	Fax: _____	
<input checked="" type="checkbox"/> Conviction History	<input type="checkbox"/> Credit	<input type="checkbox"/> MVR	<input type="checkbox"/> Education Verification
<input type="checkbox"/> Employment History	<input type="checkbox"/> National Crim. Database	<input type="checkbox"/> Federal Exclusion	<input type="checkbox"/> Violent Sex Offender
<input type="checkbox"/> Federal District	<input type="checkbox"/> Special Request _____		

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.