



NATIONAL
PRE-EMPLOYMENT
RESEARCH inc.

Stockbridge, Georgia

Tel: 770.389.6607 **Fax:** 770.389.5297

E-mail: NationalPROorders@bellsouth.net

CUSTOMER INFORMATION

(please submit along with applicant information)

Customer Name: _____

Address: _____

Phone: _____ E-mail: _____

Home

Work

Fax

APPLICANT NAME: _____

PLEASE READ: By submitting the below application, customer agrees to the following: *National Pre-Employment Service, INC* provides customers with information regarding distinct aspects of an applicant's background from a combination of personal, business, and public record sources. The customer agrees to keep all reports strictly confidential. It is understood that *National Pre-Employment Research, INC* will utilize its best efforts to provide accurate and complete information; however, information obtained from available records may at times be inaccurate or incomplete. The customer agrees to hold *National Pre-Employment Research, INC* harmless from any and all legal action as a result of the search request or use of information obtained thereof. Both parties agree that the limit of liability to which the customer can hold *National Pre-Employment Research, INC* liable is the amount of the fee paid by the customer for the specific information in question.

SIGNATURE: _____

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SERVICES REQUESTED

NANNY BACKGROUND SCREENING PACKAGE (includes the following services)

- 1. Criminal search in ONE location – state or county search depending on jurisdiction & availability (\$25 each additional location)
(Criminal searches in NY, MA, FL and SC will incur higher costs due to mandatory state fees)

NOTE: We recommend checking criminal records for all locations where applicant has lived/worked for the past 10 years

- 2. Warrant search (nationwide)
- 3. Sex Offender Registry check (nationwide)
- 4. Credit Report
- 5. Federal Reports (criminal, civil, bankruptcy & appellate search - nationwide)
- 6. Driving record (one state)
- 7. SSN verification & address history trace

Locations to check for criminal search: _____ **OR** Check all locations listed on SSN report _____
(Specify one county or one state)

_____\$15 EACH - REFERENCE, EDUCATION, & PROFESSIONAL LICENSE VERIFICATIONS (please outline on separate sheet)

PAYMENT INFORMATION

Check or Money Order (please make out to Orion Research Services) _____

Credit Card: _____ (please circle) Visa MasterCard Discover American Express

Name on Card: _____

Account #: _____ Exp. Date: _____

By signing below, I authorize Orion Research Services, Inc. to charge my credit card in the amount of \$ _____

Signature: _____ **Date:** _____

NOTE: No information will be released until payment is received.

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NANNY SCREENING ORDER FORM

APPLICANT INFORMATION (please submit along with customer information)

NAME: _____
(first) (middle) (last) (former/maiden names)

CURRENT ADDRESS: _____
street address city/state/zip how long?

PREVIOUS ADDRESS: _____
street address city/state/zip how long?

LIST ANY OTHER CITIES & STATES OF RESIDENCE IN PAST 10 YEARS: _____

TELEPHONE: _____ E-MAIL: _____
home work fax

DRIVERS LICENSE #: _____ STATE OF ISSUE: _____

AUTO INSURER: _____ POLICY #: _____ PHONE #: _____
(if required by employer)

NOTE: The following information is for use as identifying information ONLY & may not be used to discriminate:

SSN: _____ *DOB: _____ *Race/Gender: _____ Place of Birth: _____

(*) Date of Birth, Race, and Gender are requested only for identification purposes to obtain accurate retrieval of records.

PERMISSION & RELEASE FOR BACKGROUND INVESTIGATION

I, (please print) _____, authorize *National Pre-Employment Research, INC*, and their authorized agents, to perform checks on my credentials in any or all of the following areas: criminal history, motor vehicle record, credit history, education, employment and/or professional license verification, workman's compensation records, or any other area deemed appropriate by the customer. According to the Fair Credit Reporting Act, I am entitled to know if employment was denied based on the information obtained, and upon written request to receive a disclosure of the nature and scope of the investigative report from the Customer.

Signature: _____ Date: _____

OTHER INFORMATION

Please list below (or on a separate sheet of paper) any references we will be checking, including personal or employment references, education, or professional license. Please include all pertinent information including names, company, dates of employment, job title, supervisor, name of school, years attended, type of license and state in which issued, and **ALL phone numbers**.

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