

Pre-Employment Fact Sheet

The pre-employment fact sheet is designed to give you an overview of the information that will be checked in the pre-employment background completed on your applicant. It also includes answers to the most frequently asked questions. If you still have questions after reading all the enclosed information please feel free to contact us!

Information Checked:

Name Check:

Name Check searches 4 BILLION Records to answer the following questions:

- Has the applicant's social security number (SSN) been assigned?
- When was the SSN assigned?
- Where was the SSN assigned?
- Have Death benefits been paid on this SSN?

Example: If your applicant was born in North Carolina in 1967 and the SSN they are using was issued in Florida in 1960, there is a Problem!

Name Check II:

Name Check II matches the supplied information against Billions of records to answer the following questions:

- What names and addresses have been associated with this SSN?
- Have multiple SSNs been used with this name and address?
- Have death benefits been paid on this SSN?

Note: Name Check II gives us a complete picture of where the applicant has been. This information will help us determine the locations of the records we want to check!

Example: If you applicant has committed a crime in Texas, was fired from their last job in Maine or lost their license in South Carolina, it is unlikely that they will disclose those locations as a place of residence or employment.

Criminal History Check:

Criminal History Checks establish the existence of cases brought by the government against an individual or corporation for behaviors considered to be acts against society. The following information is typically included in Criminal History Checks:

- Case Number or File Number
- Date of Offense
- Type of Offense
- Disposition, if available

Criminal History Facts:

1. **Only Criminal Justice and Law Enforcement Agencies have access to National Criminal Records through the National Crime Information Center (NCIC) maintained by the FBI.**
2. There are more than 3,300 counties in the United States. Access to these records is relatively fast.
3. Statewide criminal court records are available from approximately 31 state repositories.
4. There are 94 Federal District Courts. Each state has one to four Federal District Courts wholly contained within its borders.
5. The applicant's Criminal history will be checked based on their previous addresses listed on the background release form and from any addresses developed by the Name Check II search for the search limits allowed by the agency holding the records (typically 10+ years are maintained). Statewide criminal histories will be obtained from state repositories that allow access. In states where a statewide criminal history is not available, county criminal records will be search on the applicant's current and previous addresses.
6. Some states require a specific form to be completed by the applicant and employer. You will be notified if additional forms need to be completed.

Motor Vehicle Records (MVR):

The same risk exists if the applicant is required to drive. Analysis of records show that 47% of applicants have one or more accidents or moving violations on their driving record, 10% have multiple moving violations, a DWI, or a suspended driving license. State driving record information is provided for the most recent three years, possibly up to seven years, depending on state policies. The report typically contains:

- Physical description
- License information
- Violations
- Home Address

Note: Some states are making any infraction involving drugs or alcohol a permanent part of an individual's driving record.

Reference Checks:

In addition to ending countless rounds of phone tag and long distance calls, employers receive added legal protection under the Fair Credit Reporting Act. This protection means both the users and the source of information are protected in the nature of defamation, invasion of privacy, or negligence with respect to the reporting of this information. This added protection also means that TCI's reference checking professionals are often able to gain more information than the employer could obtain.

Employment References:

TCI checks the work references listed by your applicant to obtain information about:

Basic Reference

- Dates of employment
- Job title
- Reason for leaving
- Notice of leave given

Standard Reference

- Job Duties
- Eligibility for rehire
- Punctuality
- Strengths and weaknesses
- Salary
- Productivity
- Relationship with others
- Drug and alcohol problems

Note: Regardless of being provided with a release and removed of any liability, some former employers will refuse to give any information on the applicant. A no response entry will be provided in the final background report. Any time TCI is unable to provide you dates of employment and job titles, or an identified source saying no record of employment, you will not be charged for that report, provided that you supplied all required information. If the information TCI reports is limited to dates of employment, job title, reason for leaving and notice given, you will only be charged for a Basic Reference Report.

Personal References:

TCI contacts the personal references listed by the applicant to obtain the following information:

- How long the reference has known the individual
- Individual's Character
- In what capacity the reference has known the individual
- Individual's employability

Education & Credential Confirmation:

We will verify education and credentials listed on the applicant's resume or application. National statistics indicate that 30% of all job applicants falsify information about degrees received, institutions attended or dates of attendance. Vocational training certificates and professional licenses are also often misrepresented.

Education:

Education reports typically include:

- Dates of attendance
- Program of study
- Degree awarded

Credentials:

Credential Reports typically include:

- License Type
- Issuing authority
- Dates of validity

Totally Confidential Investigations is committed to providing you with the most accurate and up to date information to aide you in your hiring decision. If **Major** negative information is discovered on your applicant during the background process you will be notified immediately! You then can make the choice if you would like us to continue the background check process. If it is uncovered during the background process that your applicant is a wanted fugitive you will be contacted by a Law Enforcement Agency. Once the background check is completed a comprehensive report will be sent to the person and location noted on the User Agreement within 24 hours of completion.