

# Background Check Order Form



**Know what you're getting into.** Background checks reveal useful information about prospective candidates. Avoid claims of negligent hiring and verify the information given to you. We recommend completing a background check for all new hires, regardless of position.

## Basic Background Check

- **Social Security Search** (verifies the applicant has a valid social security number)
- **Criminal Report** - up to two states and/or counties and one additional name (if applicable)
- **Employment Verification** - seven year history or three previous employers
- **Reference Check** - up to three professional references

**COST: \$189.00**

### ***Additional services that may be added:***

- **Education & License Check:** Verification of most recent school attended and professional license verification: recommended for any applicant whose position requires licensure, certification, and/or specific education background. **COST: \$59.00**
- **Driving Record\*:** Recommended for any applicant whose responsibility includes driving for the company. **COST: \$59.00**
- **Credit Summary:** Recommended for any applicant whose responsibility includes accounting or finance. A credit report is not recommended for basic cash handling. **COST: \$59.00**

## Comprehensive Background Check

- **Social Security Search** (verifies the applicant has a valid social security number)
- **Criminal Report** - up to two states and/or counties and one additional name (if applicable)
- **Employment Verification** - seven year history or three previous employers
- **Reference Check** - up to three professional references
- **Education & License Check** - Verification of most recent school attended and professional license
- **Driving Record\***
- **Credit Summary**
- **Bankruptcy Filing Summary**
- **Civil Record Search** - seven year history, up to two counties/states

**COST: \$359.00**

*\*A signed **Driving Release Form** is required in certain states, please visit our website for details:  
[www.BentEricksen.com](http://www.BentEricksen.com)*

## Instructions

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Please use the provided checklist as a guide to ensure no delays in processing your order.

- Checklist:** Complete all three sections of the Order Form on the following page.
- Have applicant complete and sign the "Applicant Information & Release Form" and "Authorization Consent Form". *(provided)*
  - Have applicant complete and sign an "Application for Employment". *(not provided)*

**Upon completion, send us your documentation by fax, email or post.**

**Fax:** 541.685.0059

**Email:** [info@bentericksen.com](mailto:info@bentericksen.com)

**Address:** P.O. Box 10542, Eugene OR 97440

## I. Service(s) Requested

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Comprehensive Background Check — \$359.00

Basic Background Check — \$189.00

—— *Optional Additions to Basic Background Check* ——

Verification of most recent school attended and professional license — \$59.00

Driving Record — \$59.00

Credit Summary — \$59.00

## II. Employer Information

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Title	First Name		
Last Name			Suffix
Company Name			
Office #		Fax #	
E-mail			
Address			
City		State	Zip

## III. Payment Information

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Payment Method	By Phone (800.679.2760) Online via PayPal (www.BentEricksen.com) Credit Card (provided below)
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Credit Card #	Exp.	CVVC#
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**Advisory**      *I accept and comply with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act and/or other state laws.*

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