

# Sample Employment Screening Report Package D

## SSN Search / Address History Report

We start most of our reports with this search because it is a quick and easy way to see if your applicant is who they say they are.

This report verifies their social security number, and identifies if there are other people using that ssn. It tells you if the ssn is valid and when and where it was issued. It also shows your applicant's address history so you can match up what they list on their application to where they have really been living.

## Criminal Record Search

**County Criminal Search** - These direct county courthouse searches are the best way to see if your applicant has a criminal past. Many of our clients search a seven year history.

**National Criminal Database Search** - We don't recommend relying solely on a database search, but it can be a good tool to use as pointer device.

**Federal Criminal Search** - A search of the federal courts is a good idea since those crimes do not usually show up in county searches.

**Sex Offender Search** - We search the National and State sex offender lists.

## Credentials

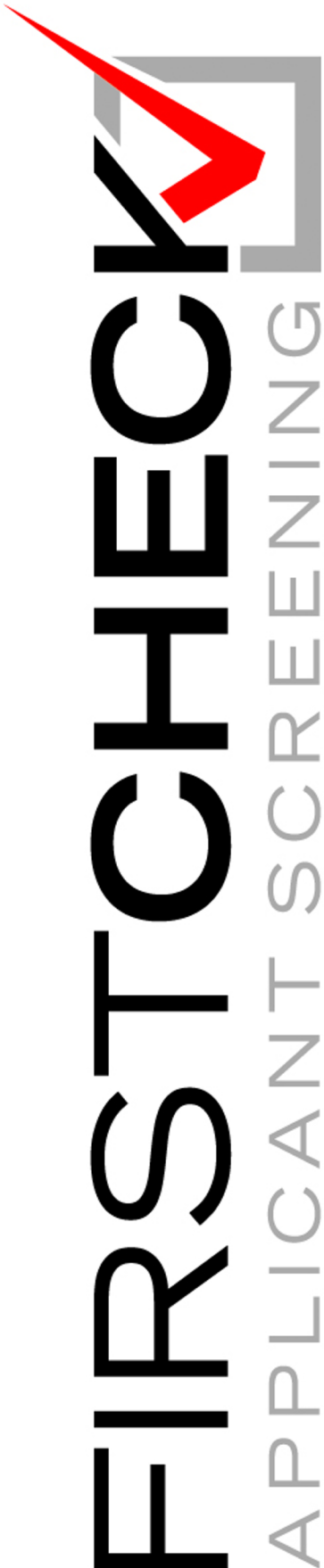
**Employment Verification** - We'll verify current and previous employment and can customize what questions we ask based on what you would like to know.

**Education Verification** - Our education verifications are direct with the institution.

**Driving Record (Motor Vehicle Record)** - Driving records are often a good indicator about how your applicant comports themselves. Employers can be responsible for the actions of their employees who drive while on the job - vicarious liability. It is a good idea to know the current driving status of your employee.

## Substance Abuse Testing

**Drug Testing** - Our drug screening reports can be for DOT or non-DOT purposes. Our network of clinics is nationwide.



WHAT'S IN THIS REPORT?



## Background Screening Report

First Check  
 PO BOX 92033  
 Southlake, TX 76092  
 Phone: 888-588-2525 / 888-588-2525  
 Fax: 888-213-9341

FILE NUMBER	63201	REPORT DATE	10-26-2014
REPORT TO	FIRST CHECK (1111) 1330 N White Chapel Ste 100 Southlake, TX 76092 Phone: 888-588-2525 Fax: -	ORDER DATE	10-24-2014 LISA M
		TYPE	SAMPLE- EMPLOYEE PKG D

### Application Information

APPLICANT	KLEEN, JOE	SSN	XXX-XX-3333	DOB	06-01-1976
ADDRESS(ES)	2600 N 120TH ST	CITY / STATE / ZIP	OMAHA, NE 68120		

### Identity Development

#### Person Search - SSN VERIF/ PAST ADDRESS HISTORY

RESULTS	<b>Records Found</b>	SEARCH DATE	10-26-2014 11:00 AM MDT
SSN SEARCHED	XXX-XX-3333		

#### Applicant Information

FULL NAME / SSN	DOB	ADDRESS	PHONE	REPORTED DATE(S)
JOE KLEEN XXX-XX-XXXX	1976-06-01 Age: 34	2600 N 120TH CIR OMAHA, NE 68120 County: DOUGLAS	(402)499-3600	First: 2014-08 Last: 2007-08
AKA: JOE KLEEN KLEEN JOE				
JOSEPH K KLEEN XXX-XX-XXXX	1976-06-01 Age: 34	2600 N 120TH CIR OMAHA, NE 68120 County: DOUGLAS	(402)499-3600	First: 2014-10 Last: 2007-08
JOE KLEEN XXX-XX-XXXX	1976-06-01 Age: 34	2600 N 120TH CIR OMAHA, NE 68120 County: DOUGLAS	(402)499-3600	First: 2007-08 Last: 2007-08
JOSEPH KLEEN XXX-XX-XXXX	1976-06-01 Age: 34	1111 N MAIN ST AUSTIN, TX 79512 County: TRAVIS		First: 2000-10 Last: 200208

**WARNING:** This search may not be used as the basis for an adverse action on an applicant. It should only be used to verify or correct an applicant's information, or as a tool to further research of public records or other verifications.

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**Investigative**

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**County Criminal Records Search**

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RESULTS **Records Found**  
NAME SEARCHED KLEEN, JOE SEARCH DATE 10-24-2014 2:08 PM MDT  
DOB SEARCHED 06-01-1976 SEARCH SCOPE 7 years  
JURISDICTION NE-DOUGLAS

**\*\*\* Abstract \*\*\***

NAME ON RECORD JOSEPH K KLEEN CASE NUMBER CR-56596565  
DOB ON RECORD 06/01/1976 COURT DISTRICT  
OTHER IDENTIFIERS FILE DATE 05/20/2005  
OTHER INFO

**Count-1**

TYPE MISD CLASS B OFFENSE DWI  
DISPOSITION CONVICTION  
DISPOSITION DATE 07/01/2005 OFFENSE DATE 05/20/2005  
SENTENCE 24 MOS PROBATION / \$1000.00 FINE  
OTHER INFO PROBATION DISCHARGE: 07/05/2007  
COMMENT

WARNING: Based on the information provided First Check searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'Records Found' means that our researchers found a record(s) in that jurisdiction that matched the personal identifiers (i.e., Name, SSN, Date of Birth, Address) listed for the subject in the above abstract. First Check does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records. Information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of this report. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

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**Federal Criminal Records Search**

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RESULTS **No Reportable Records Found**  
NAME SEARCHED KLEEN, JOE SEARCH DATE 10-24-2014 2:09 PM MDT  
DOB SEARCHED 06-01-1976 SEARCH SCOPE 7 years  
JURISDICTION NEBRASKA  
AKA: JOSEPH KLEEN

CAUTION: Based on the information provided First Check searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'No Reportable Records Found' means that our researchers could not locate a record that matched at least two personal identifiers (i.e., Name, SSN, Date of Birth, Address) for the subject in that jurisdiction. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

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**InstaCriminal National Search**

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RESULTS **Records Found**  
NAME SEARCHED KLEEN, JOE SEARCH DATE 10-26-2014 10:17 AM MDT  
DOB SEARCHED 06-01-1976 SEARCH SCOPE  
JURISDICTION NATIONWIDE

JURISDICTION(S) SEARCHED

The search you have selected is a search of our criminal database(s) and may not represent 100% coverage of all criminal records in all jurisdictions and/or sources. Coverage details available upon request.

**TX Dept of Public Safety**

**Offender:**

Full Name: KLEEN, JOSEPH K  
DOB: 1976-06-01  
Gender: MALE  
Race: WHITE  
Height: 060  
Weight: 200  
Eye Color: BROWN  
Case Number: 7548  
Comments: DPS#: 04877980 Crt Case#: 7548

**Offense:**

Case Number: 7548  
Jurisdiction: TX-82ND DISTRICT COURT  
Description: MAN/DEL CS PG 1 > = 4G < 200G  
Disposition: CONVICTED - 8 YRS PROBATION/ \$1000 FINE  
Offense Type: FELONY  
Arrest Date: 2001-05-15  
Disposition Date: 2001-09-27  
File Date: 2001-05-15  
Comments: FELONY - 1ST DEGREE; St:481.112(D)

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**Sex Offender Records Search**

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RESULTS

**No Reportable Records Found**

NAME SEARCHED KLEEN, JOE SEARCH DATE 10-24-2014 2:08 PM MDT  
DOB SEARCHED 06-01-1976 SEARCH SCOPE  
JURISDICTION NEBRASKA

AKA: JOSEPH KLEEN

CAUTION: Based on the information provided First Check searched for public records in the sources referenced herein for criminal history information as permitted by applicable laws. 'No Reportable Records Found' means that our researchers could not locate a record that matched. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

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**Verification**

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**Employment Verification**

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RESPONSE RECEIVED **Yes**

NAME	KLEEN, JOE	SEARCH DATE	10-24-2014 2:10 PM MDT
EMPLOYER NAME	<b>BLAND &amp; ASSOCIATES</b>	HOW VERIFIED	WRITTEN/ FAX
SUPERVISOR	MICHAEL BLAND, SR.	DATE VERIFIED	10/24/2015
EMPLOYER ADDRESS	OMAHA, NE 68114	VERIFIED	MICHAEL
EMPLOYER PHONE	402-397-8822	VERIFIER TITLE	OWNER
EMPLOYER FAX			
EMPLOYER E-MAIL			

	SUBJECT-PROVIDED INFORMATION	EMPLOYER-PROVIDED INFORMATION
POSITION	TAX CONSULTANT	TAX CONSULTANT
HIRE DATE		08/12/2010
END DATE		ACTIVE
WAGE/SALARY	75K	\$75000.00 YRLY
TYPE/STATUS	FULL-TIME	FULL TIME
REASON FOR LEAVING		

QUESTIONS **Please explain his/her job requirements and nature of his/her duties?**  
 Joe is a tax consultant. He prepares and assists with tax returns for individuals.

**Do you recommend him/her for employment?**  
 Yes, especially if you want to save money. It's what he's good at.

**In your opinion, has he/she even shown a propensity for violence?**  
 Only towards grievous tax laws, which is about every tax law there is, so...

**How long have you know him/her?**  
 I have known Joe since he was a boy. He delivered the local newspaper.

**Is he/she dependable?**  
 Joe was the most dependable of my employees. I really hate to see him go.

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### Credentials

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#### Education Verification

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RESPONSE RECEIVED	<b>Yes</b>		
INSTITUTION NAME	<b>UNIVERSITY OF TEXAS</b>	SEARCH DATE	10-24-2014 3:40 PM MDT
CITY, STATE	AUSTIN, TX	CONTACT	WRITTEN/ SC
INSTITUTION PHONE	512-569-5465	SUBJECT	JOSEPH K KLEEN
INSTITUTION FAX			
INSTITUTION EMAIL			
	SUBJECT-PROVIDED INFORMATION	INSTITUTION-PROVIDED INFORMATION	
SOCIAL SECURITY		111-22-3333	
DATES CLAIMED	1981	DATE AWARDED: 05/13/1981	
DEGREE(S) CLAIMED	MASTERS	MASTERS	
MAJOR(S) CLAIMED	PUBLIC ADMINISTRATION	PUBLIC ADMINISTRATION	
GPA CLAIMED			
HONORS CLAIMED			
ATTENDING NAME			
COMMENTS			

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### Instant Driving Records

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RESULTS

**License Found**

STATE OF ISSUE Nebraska  
LICENSE NUMBER A5656

SEARCH DATE 10-24-2014 2:10 PM MDT

License Number: E78904321  
License State: NE  
Full Name: KLEEN, JOE  
DOB: 1976-06-01  
Gender: M  
, NE

**License Info**

Status: CLEAR  
License Type: DL-DRIVER LICENSE  
Class: BASIC LICENSE  
Expiration Date: 2015-05-11  
Issue Date: 2010-05-03

**Other License Info**

Commercial License Status: NONE  
Report Message: NO ENTRIES FOUND FOR THIS PERSON  
MVR Status: MVR found  
MVR History Length: 3  
Product: MVR  
XML Version: 1  
MVR Score: An invalid driver license (unknown, cancelled, suspended, revoked, etc), or an MVR with less than 3 years history (or unknown), or a not clear MVR. (1)

WARNING: Confidential Information - To Be Used As Per State And Federal Laws. Misuse May Result In A Criminal Prosecution.

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**Disclaimer**

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This report is furnished to you pursuant to the Agreement for Service between the parties and in compliance with the Fair Credit Reporting Act. This report is furnished based upon your certification that you have a permissible purpose to obtain the report. The information contained herein was obtained in good faith from sources deemed reliable, but the completeness or accuracy is not guaranteed.

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**\*\*\* End Of Report \*\*\***

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## Substance Abuse Testing Report

First Check  
PO BOX 92033  
Southlake, TX 76092  
Phone: 888-588-2525 / 888-588-2525  
Fax: 888-213-9341

FILE NUMBER	63201	REPORT DATE	10-26-2014
REPORT TO	FIRST CHECK (1111) 1330 N White Chapel Ste 100 Southlake, TX 76092 Phone: 888-588-2525 Fax: -	ORDER DATE	10-24-2014 LISA M
		TYPE	SAMPLE- EMPLOYEE PKG D

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### Application Information

APPLICANT	KLEEN, JOE	SSN	XXX-XX-3333	DOB	06-01-1976
ADDRESS(ES)	2600 N 120TH ST	CITY / STATE / ZIP	OMAHA, NE 68120		

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### Substance Abuse Screening

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#### Substance Abuse Detection

#### 5 PANEL DRUG SCREEN

#### Substances Screened For:

MDMA (I) Powder Ecstasy; Cocaine; Amphetamines; Opiates; Cannabinoids

RESULTS           **Negative**

SEARCH DATE       10-24-2014 2:04 PM MDT  
REASON FOR TESTING   Pre-Employment  
CONTACT EMAIL ADDRESS  
SPECIMEN ID       859671058  
RESULT COMMENTS   NEGATIVE  
SOCIAL SECURITY #   XXX-XX-3333  
COLLECTION DATE / TIME   10/12/2014  
COLLECTION LOCATION   LABCORP  
COLLECTED BY  
CERTIFYING SCIENTIST   STEVEN ALLEN, MD  
LABORATORY       LABCORP/ BHS

**WARNING: Confidential Information - To Be Used As Per State And Federal Laws. Misuse May Result In A Criminal Prosecution. This statement of controlled substance abuse screen is reported in Accordance with part 40 of Federal rule s382.407.**

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**\*\*\* End Of Report \*\*\***

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