# **AUTHORIZATION FOR BACKGROUND CHECK**

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, \_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize [name of company] to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that [name of company] will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee                             Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name - Printed

[Note - omit this before printing the form: Under the Fair Credit Reporting Act, this form, or one functionally similar to it, must be signed by an applicant before a prospective new employer may perform a background check on the applicant using an outside, for-profit firm, including search engines on the Internet. No such requirement applies if the background check will be performed solely by the company using databases maintained by government agencies.]

The following two topics in the book address the legal issues behind background checks:
[References and Background Checks](https://www.twc.texas.gov/news/efte/references_background_checks.html)
[Job References](https://www.twc.texas.gov/news/efte/job_references.html)

[Return to Businesses & Employers](https://www.twc.texas.gov/customers/bemp/bemp.html)
[Return to TWC Home](https://www.twc.texas.gov/)