

BackTrack

The **right** employment screening partner

WELCOME! We would like to introduce you to BackTrack, Inc. You can have a complete brochure and information on all of our services at your fingertips by visiting our website at www.backtracker.com.

At BackTrack, protecting confidential consumer/applicant information is our highest priority. Because of this, we have adopted the same policy as the national credit bureaus to verify that the companies we work with are legitimate business entities with a legal and permissible purpose to obtain the information we provide. This policy includes verifying your business checking account, contacting business references, and performing a site inspection at your facility. While these measures may seem extreme, we believe that they are a necessary precaution to reduce the increasing incidence of identity theft. The cost for the site inspection and account verification is a one-time fee of \$75.00. This will appear on your first invoice.

PLEASE READ AND ANSWER THE FOLLOWING QUESTIONS. PLEASE FAX OR EMAIL ALL OF THESE PAGES ONLY WITH OR PRECEDING YOUR FIRST ORDER TO:

Barbara Raddatz, BackTrack, Inc. Fax: 440-205-8355 or Email bti@backtracker.com

****PLEASE PRINT****

BackTrack Client Profile

Company Information:

Company Name:
Address:
City, State, Zip:
Phone: ()
Fax: ()
Division Number:

Invoice Information:

Contact Name:
Title:
Email:
Address:
City, State, Zip:
Phone: ()
Fax: ()

Authorized Personnel* (list all persons ordering background screens from your division):

Contact Name:
Title:
Address:
City, State, Zip:
Phone: ()
Fax: ()
Email:

Contact Name:
Title:
Address:
City, State, Zip:
Phone: ()
Fax: ()
Email:

* If additional Contacts are required, please list on a separate page.

Your BackTrack Sales Representative:

Name:

If you don't have a Sales Representative, how did you hear about BackTrack?

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For your standard practices, which services will you be ordering? Please indicate which package or services you will most often order.	
May we say we represent you as our client?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you be providing a date of birth?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, may we contact the applicant for date of birth or any other clarification of provided information?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please Note: There will be a one time fee of \$4.00 per applicant called.	
What level of education do you want verified?	(Each education verification is a separate charge) <input type="checkbox"/> All Completed Degrees and Diploma <input type="checkbox"/> High School Diploma /GED <input type="checkbox"/> College Enrollment/Attendance Dates with No Degree. <input type="checkbox"/> Highest completed College Degree* *If no completed college degree, please choose preference: <input type="checkbox"/> High School Diploma / GED <input type="checkbox"/> College Attendance
We will e-mail you a user name and password to retrieve the reports via our on-line system. How would you like to be informed?	<input type="checkbox"/> When the report is complete <input type="checkbox"/> Each time a report is updated
Our policy is to never call current employment, without your applicant saying YES and it is so noted on our release. Is it agreeable to you that we call current employment if applicant said "YES?"	<input type="checkbox"/> YES <input type="checkbox"/> NO
Approximate number of applicants you anticipate to screen each month?	
Many times applicants have lived in more than one county. Industry standards are to search for the past seven years. May we do more than one county search? (Each additional search will be billed as an additional charge.)	<input type="checkbox"/> YES, Maximum # counties _____ <input type="checkbox"/> NO
How will you request background screens from BackTrack? A Customer Service Representative will contact you to confirm and review your specific handling instructions.	<input type="checkbox"/> E-mail <input type="checkbox"/> Online Ordering <input type="checkbox"/> Fax <input type="checkbox"/> Software Integration
Name of person completing Client Profile	

1. Locate the 5 page Notice and Acknowledgment Authorization Release on the BackTrack website and download, or call BackTrack to get the Notice and Acknowledgment Authorization Release emailed or faxed to you. Fill in your own Employer Information section (indicating who is ordering this employment screen), and then make numerous copies of this to be ready for all new hires. Have your applicant fill in ALL the requested information and SIGN the release. If you have several people ordering, you may want each authorized person to make up his/her own Release Authorization form.
2. After the applicant has signed the Notice and Acknowledgment Authorization Release, fill in the services requested section. The applicant will retain the last 3 pages.
FAX the first 2 pages of the Notice and Acknowledgment Authorization Release(s) along with the application and resume to BackTrack, Inc., @ (440) 205-8355.
3. DATE OF BIRTH HOTLINE OR DOB EMAIL – Please see page 3 for the instructions on using the Date of Birth Hotline. **Please Note:** If you instruct the applicants to use our date of birth hotline and we do not need to contact them for any additional information, there will NOT be a \$4.00 per applicant contact fee added to your invoice for this service.
4. After sending us all the set-up information and first applicant we will email you instructions and a password to enable you to retrieve the report via the web.
5. Reports are usually complete within 2-3 business days, depending on when we receive your request.
6. A 24 Hour RUSH order is available at an additional \$27 charge - all available information (usually except criminal results) will be sent to you within a 24 hour period.



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Our company works with BackTrack, Inc., an employment screening company to provide background checks on individuals applying for positions with our company.

To proceed with the background screening process, additional information is needed by our background screening company for identification purposes only and will NOT be released to our company. Please either contact the following toll free telephone number or send an email to the address provided below. Be prepared to supply the following information.

Please call 1-800-991-9694 ext. 246

- **Please be sure to speak slowly and clearly when leaving this information. Please also spell your name.**
- **This phone line is accessible 24 hours a day, seven days a week.**
- **All information is strictly confidential and password protected.**

-OR-

email to DOB@backtracker.com

Whichever method you choose to contact BackTrack, please provide:

- **The name of the company that you are applying with**
- **Full Name (including maiden or other names which appear on your academic or employment records)**
- **Social Security Number**
- **Date of Birth**

Please contact the hotline as soon as possible, as delays in accessing information may delay the hiring process.