



IMPORTANT DISCLOSURE

Human Resource ProFile, Inc.
8506 Beechmont Ave.
Cincinnati, OH 45255-4708
800-969-4300 * 513/388-4300
Fax 513/388-4320

Please read before completing and signing the Applicant ProFile.

I HAVE BEEN INFORMED IN WRITING AND ACKNOWLEDGE THAT A "CONSUMER REPORT" AND/OR AN "INVESTIGATIVE CONSUMER REPORT" MAY BE OBTAINED ON ME FOR EMPLOYMENT PURPOSES.

I FURTHER UNDERSTAND THAT THIS "CONSUMER REPORT" AND/OR "INVESTIGATIVE CONSUMER REPORT" WILL BE PERFORMED BY HUMAN RESOURCE PROFILE AND PROVIDED TO MY PROSPECTIVE EMPLOYER.

I ALSO ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS STATEMENT.

Signature _____ Date _____



PRE-EMPLOYMENT PROFILE

Must Be Fully Completed & Signed

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***** Please Print Clearly *****

APPLICANT INFORMATION

Name _____
 Last First MI Maiden
 Address _____ City/State _____ County _____ Zip _____
 Previous _____ City/State _____ County _____ Zip _____
 SS# _____ Driver's License Number _____
 Date of Birth ____/____/____ *Age is not a criterion in any decision, but is used for identification purposes ONLY.* Driver's License State of Issuance _____
 Month Day Year
 Professional license check information only: License # _____ State _____ Type _____

EDUCATIONAL BACKGROUND

College Attended _____ City/State _____ From _____ To _____
 High School Attd. _____ City/State _____ From _____ To _____
 Other School Attd. _____ City/State _____ From _____ To _____
 Degree(s) Earned _____ Degree(s) Earned at which school(s) _____
 List any former name(s) used at school _____ Are you a High School Graduate? _____
 If GED received, list state and district or military facility, and year received: _____

Have you ever pled guilty, been convicted, entered a plea of no contest, or had prosecution deferred or adjudication withheld for any crime? Yes _____ No _____

If Yes, list All Offenses, including Traffic and/or Criminal		City, County, and State of Offense		
Year	Offense	City	County	State

I have been informed in writing that a consumer report may be obtained on me for employment purposes. I hereby authorize the procurement of the report and authorize and direct the release to Human Resource ProFile, Inc., an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, my credit history, workers' compensation history, driving record, and scholastic records and hereby release said persons, schools, companies, courts, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Human Resource ProFile, Inc. and reported to my prospective employer. I hereby acknowledge that Human Resource ProFile, Inc. cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Human Resource ProFile, Inc., its agents and/or my prospective employer from any and all liabilities arising out of any errors or omissions regarding my background information and authorize Human Resource ProFile, Inc. to release any and all information to my prospective employer.

Signature _____ Date _____

TO BE COMPLETED BY EMPLOYER

From _____ Location _____
 Date Sent _____ Time Sent _____ Acct # _____
 Phone _____ Fax _____

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Conviction History | <input type="checkbox"/> Credit | <input type="checkbox"/> MVR | <input type="checkbox"/> Education Verification |
| <input type="checkbox"/> Employment History | <input type="checkbox"/> Workers' Compensation | <input type="checkbox"/> OIG/GSA | <input type="checkbox"/> Violent Sex Offender |
| <input type="checkbox"/> Federal District | <input type="checkbox"/> Professional Licensure | <input type="checkbox"/> Special Request _____ | |

When requesting a report for employment purposes from HRP, you must also certify to HRP that you have provided the applicant with the disclosure form and obtained the applicant's consent to procure the report. HRP's two page applicant profile form complies with these requirements.