

**AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

**In connection with, and duration of** my employment (including contract for services) application, I understand that investigative background inquires are to be made on myself including consumer, criminal, driving, and other reports. These reports will include information as to my character, mode of living, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records public and non-public concerning my past activities relating to my driving, credit, landlords, civil and other experiences as well as claims involving me in the files of insurance companies.

**I authorize, without reservation,** any party or agency contacted by ABT Temporary to furnish the above-mentioned information: The Authorization and Release gives your permission to ABT Services, Inc. or its' designated agent or employees to conduct the background investigation on behalf of this company. All information will be proprietary and kept as confidential as practicable. The information obtained by this company will not be provided to any parties other than this company.

**I, the undersigned, do hereby certify** that the information provided by me in my employment application in verbal discussions relating to my consideration for employment, is true and complete to the best of my knowledge. I hereby authorize, or its designated agent to: (1) investigate the truthfulness of all my statements made on my application or resume, or verbal statements made by me in the interview process; (2) conduct any verification of my education, employment, personal, credit, and motor vehicle records, and to receive any criminal conviction history record information relating to me which may be on file with any local, state, or federal criminal justice agencies; and (3) disclose verbally or in writing the results of any investigation with authorized employees or agents of this company, involved in the hiring, or rental process. Further, I authorize the procurement of any other information, which relates to my background, character, and personal reputation, which may be deemed relevant to my employment, or rental application in accordance with state and federal laws.

**I have read and understand this Authorization and Consent.** The original, copy or fax of this document serves as my valid authorization to any and all persons, educational institutions, past and/or current employers, landlords, organizations, credit agencies, law enforcement or criminal records agencies, and other agencies to release information about me to this company, or its designated agent, and hereby release and hold harmless all such persons, institutions, agencies, employers, and organizations providing such information from liability and any or all claims and damages connected with providing any requested information.

**I further release** ABT Temporary, ABT Services, Inc., their officers, agents, affiliates, employees and servants from any liability arising from this background investigation. I authorize any party or agency contacted to furnish the above-mentioned information and voluntarily waive all recourse and release the party or agency from liability for complying with this authorization.

**Please print all information and list addresses for the last 7 years: \*The date of birth is being requested in order to obtain accurate retrieval of records.**

**Last Name:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Alias:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **How Long:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **How Long:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **How Long:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date of Birth\***      **Social Security Number**      **Drivers License #**      **(State) Expiration**

**Signature:** \_\_\_\_\_, **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you by ABT at the address listed above. Notice to CA applicants only: Under section 1786.22 of the CA civil code, you have the right to request to ABT Services, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you which ABT has preciously furnished within the 2 yr period preceding my request. You may view the file maintained on you by ABT during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

**Temporary Temp to Hire or Direct Placement Agreement**

Welcome to ABT Temporary Services, Inc. I would like to thank you for applying with our growing company. The purpose of this letter is to inform you of pertinent information as to how our services work.

You are required to fill out an application and we will check prior employment references and conduct a criminal background check. You should be notified within 5 days of the date your application as to the status of your background check. If you should have any questions please give us a call.

Once we have completed your background check, we call you and notify you of any openings we have that meet your qualifications and what you are looking for. We will give to you all the information available regarding the job and company. If at that time you are interested in the job we will forward your file to our client and request an interview for you to meet with them directly.

If we have an opening for any temporary assignments and you are interested in working for us as a temporary you will be asked at that time to fill out the w-4 and I-9 form and be given our employee handbook and other documents as necessary to get you set up.

If at any time you should have any questions about your resume that was submitted to any particular client, or inquiring how your interview with them went you must deal with ABT Temporary Services directly. Our clients will inform us directly if they are interested in hiring you. We will then inform you of that opportunity. **Please do not give a copy of your resume or references to our client we have already provided this to our clients directly.** After you interview with one of our clients you may send a thank you note to them for the interview. For a period of one year from the time we submit your resume to a prospective client or you have interviewed with a prospective client, you must inform us of any job offer and acceptance from the company, if you do not you may be charged a fee of \$1200.00 or more. There is no Guarantee that you will be placed directly with one our clients. **INITIALS** \_\_\_\_\_

**Interview:**

Once you have been informed of an opening or have interviewed with a property or management company, this information has to remain strictly confidential and not be shared with other parties, regardless of the fact if you are interested in the position or not. If you know of someone interested in the position, you need to direct them to ABT Temporary Services, Inc. directly and that person would need to apply and qualify for the position though ABT Temporary Services. If you do not and refer someone to that company/client, this will cause a conflict between all parties and you could be charged a fee of \$1200.00 or more depending on the situation and nature of the incident. **INITIALS** \_\_\_\_\_

We thank you again for applying and we look forward to working with you.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of ABT: \_\_\_\_\_ Date: \_\_\_\_\_