

PRE-EMPLOYMENT SCREENING FORM

CONFIDENTIAL

(This document should be handled by all parties in a strictly confidential manner.)

TO: Background Information Services (BISI)

FROM: GRAMBLING STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

GSU Box 4261

Grambling, LA 71245

318-274-2237

MAILING ADDRESS

CITY, STATE, ZIP

DEPARTMENT PHONE#

RE: AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS,
EDUCATIONAL BACKGROUND INFORMATION & EMPLOYMENT INFORMATION

As a new or prospective employee of Grambling State University, I understand that Background Information Services, Inc., a company that specializes in pre-employment background screening, will conduct an educational background search, employment verification, and a thorough investigation of any record of past criminal activities.

By my signature below, I hereby authorize such an investigation and further authorize BISI to release all records and information maintained in their files, which may confirm or deny my eligibility for employment with the facility or agency named above.

APPLICANT'S FULL NAME _____

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S SOCIAL SECURITY # ____ - ____ - ____ DATE OF BIRTH _____

APPLICANT'S JOB TITLE _____

APPLICANT'S DEPARTMENT _____

APPLICANT'S DRIVERS LICENSE # _____ STATE _____

RACE _____ SEX _____

Have you ever been convicted of a crime other than minor traffic violations? (Drunk, reckless or hit-run driving are not minor violations). YES NO List all reportable convictions (including guilty pleas). Failure to admit may be cause for disqualification. Offense: _____

Date of Conviction: _____ City, State: _____ Sentence: _____

WITNESS SIGNATURE _____ DATE _____

This form shall be delivered to the Office of Human Resources, Long-Jones Hall, room 148, by the Unit/Department Head/designee recommending the employment of the above applicant. Upon completion of the background search, BISI will promptly notify Human Resources of its findings.

For Human Resources Use Only

[Back](#)