



Background Investigation Instructions

The following forms should be completed and sent to Sierra HR Partners by fax at 559.437.0500 or by email at report@sierrahr.com for **all** background investigation orders.

- **Order Form:**

This form is used to request specific investigative consumer reports. Reports selected should be consistent by position and should be used strictly for employment purposes. The **client** must complete this form.

- **Applicant Authorization Form:**

This form authorizes the investigative consumer report and advises candidates of their rights under the Fair Credit Reporting Act. The **candidate** must complete and sign this form.

- **Applicant Information Form:**

This form provides information about a candidate's identity and residency necessary to conduct an effective, targeted background investigation. The **candidate** must complete and sign this form.

If applicable, the following forms and documents should also be completed and sent to Sierra HR Partners.

- **Credit Notification and Authorization:**

This form specifically authorizes a credit history report, and is needed only when the client orders a credit history report. The **client** must complete the upper portion of this form, indicating the legally authorized reason for the credit history report. The **candidate** must complete and sign the form.

- **Applicant Education Form:**

This form provides information about a candidate's educational history necessary to verify past diplomas, degrees, or certifications, and is needed only when the client orders an educational history or professional license verification. The **candidate** must complete and sign this form.

- **Applicant resume or application:**

These documents provide information needed to conduct an employment history verification or personal or professional reference checks.