



Thank you for your interest in Strategic Data Source's screening services. Have you ever wondered about an employees past after you hired them? Don't anymore! In today's business world you can't afford to speculate or wish you had screened an employee after you hired them. It's a known fact - problem employees cost time, money and put valued customers and co-workers at risk. Some of the liability associated with hiring includes:

- ☑ **Negligent Hiring - Holds an employer liable for hiring an unfit applicant.**
- ☑ **Negligent Retention - Holds an employer liable for retaining an unfit employee.**
- ☑ **Negligent Referral - Holds an employer liable for providing misleading employment history.**
- ☑ **Respondent Superior - Holds an employer vicariously liable for harms inflicted by a negligent employee.**

Your first line of defense to reduce your risk against liability in the workplace, crime and violence is a comprehensive background check. Pre-employment screening will provide your company a significant edge in the hiring process and minimizes your future risks.

STRATEGIC DATA SOURCE INC. DATA SUMMARY 2000-2008

% of applicant applications where investigative results were deemed derogatory may include criminal convictions, motor vehicle violations, discrepancies in employment and education verifications, negative credit information, prior workers compensation claims, etc. Data are not reflective of a hiring decision.



	Social Security	Criminal Record	DMV Information	Credit History	Prior Employment	Workers' Comp	Other
SDS Industries							
Construction	25.9%	25.1%	59.9%	41.4%	31.7%	10.0%	
Finance	4.3%	4.3%	20.1%	19.6%	3.0%	0%	
Food/Beverage	39.0%	35.4%	70.1%	44.6%	40.7%	15.7%	NO longer Serviced
Manufacturing	8.1%	9.7%	23.2%	38.9%	29.3%	20.6%	
Retail	8.9%	11.5%	45.9%	39.5%	10.3%	1.3%	
Transportation	10.4%	10.3%	15.5%	50.1%	26.3%	20.7%	
Childcare	30.9%	10.1%	69.9%	51.4%	21.7%	0.0%	

Employment Screening Packages		
Basic Package	Social Security Verification Former Addresses Reported County Criminal * (1 County) Credit	\$55.00
Deluxe Package	Social Security Verification Former Addresses Reported County Criminal Conviction*2County) Previous Employment Verification* Driving Record* Credit	\$99.99
Executive Package	Social Security Verification Former Addresses Reported County Criminal Conviction*(3Counties) Previous Employment Verification* Driving Record* Federal District Criminal Record Credit	\$149.99
Custom Package	Entry-Level Middle Management Executive Investor	Ask for a quote

ADD ONS:

Credit Report (\$20.00)
 SS Trace/Source 4 Sources (\$15.00/source)
 Education Verification * (\$15.00)
 Education Verification US Mail* (\$15.00)
 Employment Verification (\$15.00)
 Driving Records* (see schedule)
 Nationwide Warrants (\$25.00)
 Statewide Conviction (see schedule)*
 County Conviction (\$40.00-75.00*)
 Metro County Criminal (see schedule)
 County Civil Records (\$19.99-59.00)*
 Municipal Criminal Record (\$25.00)*
 Federal Civil Records (\$19.00-\$49.00)*
 Federal Criminal Records (24.99)
 Convicted Sex Offender Local (\$20.00)

Convicted Sex Offender State/County (\$20.00)
 Corrections Records (\$19.99)
 Workers Comp * (see schedule)
 Bankruptcies (\$24.99)
 Tax Liens (\$24.99)
 Judgments (\$24.99)
 Professional License Verification (\$19.00)
 Personal Reference Check * (1)(\$15.00)
 Character Reference Check* (\$15.00)
 Business Civil/Criminal Records (\$24.99)
 Business Verification (Inc. LLC. LLP etc) (\$24.99)
 Media Searches (varies)
 Eviction Records (\$24.99)*
 International Searches (see schedule)
 OFAC Banned Persons (\$19.99)

**Additional search fees may be added based on jurisdiction or automated verification systems. Since each company has its own policies, procedures and hiring criteria, customized packages may be designed to fit your specific needs. Proposals will be completed free of charge. EEOC, FCRA, ADA, IRSG restrictions apply.*



Return Report Via:	<input type="checkbox"/> Fax	<input type="checkbox"/> US Postal \$10.00	<input type="checkbox"/> Fed Ex \$25.00	<input type="checkbox"/> E-mail	<input type="checkbox"/> Server
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Payment Information:

<input type="checkbox"/> Invoice	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> International Money Order	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Credit Card On File
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I authorize S.D.S. Inc., to charge my credit card in the amount of \$ _____ for on-going Investigative Services

Credit Card Information:	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> DSCVR	EXPIRATION DATE: _____
Credit Card #:	_____			Name(s) on Card	CV V # _____
Billing Address	_____				
Signature	_____				Date

Invoice Information: (for approved billed customers only, volume required)

Client agrees to pay Invoice 7 days after receipt. Client Initials _____

Billing Contact Name	Position	Phone Number - extension			
Billing Name and Address	Suite #	City	State	Zip	

☎ 1. 866.228.3967 ext 101 ☎ 480.794.1473

***** Office Use Only *****

Account No:

Received:

Approval:

Form required one time only—upon account set-up



I, _____ hereby authorize Strategic Data Source Inc., (hereinafter referred to as SDS Inc.) to procure reports in connection with my application for employment, reassignment or promotion. These reports may include, but are not limited to the following types of information: credit reports, work experience, bankruptcy records, workers compensation, previous employment verifications, education verifications, driving records, criminal records inquiries, etc., from private, local, state and/or federal agencies, which maintain such records. I authorize any party contacted by SDS Inc. or its agent(s) to furnish the aforementioned information. I have the right to make a request to SDS Inc., to request the nature and substance of information in its files and recipients of any reports SDS Inc. has previously furnished within the two-year period preceding my request. I hereby authorize the procurement of any/all consumer and investigative reports and release SDS its agents and employer from all liability (implied or actual) emanating from procurement of said reports.

Contact Present Employer? YES NO

<hr/>	<hr/>	<hr/>	<hr/>	
(PRINT) First Name	Middle Name	Last Name	Other Names Used	
<hr/>	<hr/>	<hr/>	<hr/>	
Social Security Number	Issuing State	Date of Birth (mm/dd/yy for id purposes)	Drivers License #	State
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Address History:

<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Last Known Home Street Address	City	State	Zip	Length: Yr./Mo.
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Previous Street Address	City	State	Zip	Length: Yr./Mo.
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Previous Street Address	City	State	Zip	Length: Yr./Mo.
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

I AUTHORIZE THE PRE-EMPLOYMENT INVESTIGATION AND HAVE RECEIVED A COPY AUTHORIZATION.	
<i>For CA, OK, MN, APPLICANTS ONLY:</i> I WOULD LIKE A COPY OF THE REPORT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>	<hr/>
Signature	Date



PACKAGES:		PRE-EMPLOYMENT SCREENING ORDER FORM		<input type="checkbox"/>	Enrollment Verification*	
<input type="checkbox"/> Basic	<input type="checkbox"/>	Civil Records →	County	<input type="checkbox"/>	Degree Verification*	
<input type="checkbox"/> Deluxe	<input type="checkbox"/>	MVR Driving →	State	<input type="checkbox"/>	Employment 1 complete below	
<input type="checkbox"/> Executive	<input type="checkbox"/>	Wants/Warrants	Sex Race:	<input type="checkbox"/>	Employment 2 complete below	
<input type="checkbox"/> Custom	<input type="checkbox"/>	Federal Criminal	District (if known):	<input type="checkbox"/>	Credit Report	
Customer# EMPLOYEE # AUTHORIZED TO ORDER REPORTS: <hr/> Office Use Only Applicant: Acct No: Company: Case No: <hr/>	<input type="checkbox"/>	Statewide Criminal	State:	<input type="checkbox"/>	Workman's Compensation St	
	<input type="checkbox"/>	Municipal Criminal	Municipality:	<input type="checkbox"/>	Statewide Corrections State	
	<input type="checkbox"/>	County Criminal Record	County:	<input type="checkbox"/>	Sex Offender Registry State	
	<input type="checkbox"/>	Major Metro County Criminal (add below)		<input checked="" type="checkbox"/>	Personal Reference	
	<input type="checkbox"/>	International Criminal Records (add below)		Other Misc. Requests		
	<input type="checkbox"/>	Banned Persons (OFAC) / List of Excluded Individuals/Entities (LEIE) Excluded Parties / the Export Administration Regulations / Enhanced Proliferation Control Initiative (EPCI)		<input checked="" type="checkbox"/>	Business Criminal Records	
	<input type="checkbox"/>	Bankruptcies/Tax Liens/Judgments BK <input type="checkbox"/> TL <input type="checkbox"/> JUD <input type="checkbox"/>		<input checked="" type="checkbox"/>	Business Civil Records	
	<input type="checkbox"/>	Corporate Records Verification (LLC, LLP, Inc., etc.)		<input checked="" type="checkbox"/>	Media Search (Print)	
	<input type="checkbox"/>	Business Credit (Exp)		<input checked="" type="checkbox"/>	In-person Interview	
	<input type="checkbox"/>	Business Credit (D/B)		<input checked="" type="checkbox"/>	Search AKA Aliases	
<input type="checkbox"/>	Professional License Verify		<input checked="" type="checkbox"/>	Other		
		License #	License Other:	State	<input checked="" type="checkbox"/>	Other
Major /Metro Area:						
Jurisdictions:	1st			2nd		
	3rd			4th		

Please include a copy of the applicant's resume/application or other necessary information needed to complete the background check. (Personal and Character References, Education, Employment Verification, etc.)

COMPANY E-MAIL ADDRESS: _____

COMPANY FAX NUMBER: _____



CRIMINAL RECORDS COMPANY POLICY DISCLOSURE FORM

Due to the variations in state law and each company's policy please complete the following information regarding criminal records disclosure and release of data .

<input type="checkbox"/>	Pursuant to company policy, please disclose FELONY CONVICTIONS ONLY.
<input type="checkbox"/>	Pursuant to company policy, please disclose FELONY/MISDEMEANOR CONVICTIONS.
<input type="checkbox"/>	Pursuant to company policy, please disclose/do not disclose records past seven (7) years.
<input type="checkbox"/>	Pursuant to company policy, please disclose any records found (arrests, pending cases, convictions, dispositions)

Any other company policy or disclosure SDS Inc. should be aware of:

Company Name	Name (PRINT)	Position
Signature	Date	

Form required one time only –upon account set-up

~~~ SAMPLE ADVERSE ACTION ~~~

Date:

Applicant Name  
Applicant Address  
Applicant City, State Zip

Dear:

We regret to inform you that we have found it necessary to reject your application for

This action was influenced by information contained in a consumer report made, at our request, by S.D.S. Inc., at 9699 N. Hayden Rd. #108 Scottsdale AZ 85258. You may contact the agency S.D.S. Inc., via their Toll free number at 1.866.228-3967 ext 101.

S.D.S. Inc did not make the adverse decision and cannot provide the reason.

You may obtain a free copy of the report within 60 days and you have the right to dispute the accuracy of the report.

Thank you.

~~~ PRE- ADVERSE ACTION ~~~

Date:

Applicant Name:
Applicant Address:
Applicant City, State, Zip

Dear:

A decision is currently pending concerning your application for employment at
_____.

We are forwarding a copy of the consumer report that you authorized in regard to your application for employment, together with a "Summary of Rights Under the Fair Credit Reporting Act." The contents of the enclosed report are currently under review in consideration of your employment.

If this report contains any information that is inaccurate or incomplete, you should contact our office immediately so that the corrected information can be reviewed prior to an employment decision being made.

Thank you.

Attachments