

Date: [Insert Date]

To: [Applicant Name]

Address: [Applicant Address]

Subject: Applicant Background Confidentiality and Non-Disclosure Registration

Dear [Applicant Name],

In connection with your application for the position of [Job Title] at [Company Name], you may be granted access to certain confidential, proprietary, or sensitive information regarding our business operations, clients, and internal processes. Additionally, the company will conduct a background verification as part of the registration process.

1. Confidentiality Agreement

You agree to hold in strictest confidence all information disclosed to you during the recruitment process. You shall not disclose, duplicate, or use any such information for any purpose other than your application evaluation without prior written consent from [Company Name].

2. Non-Disclosure of Evaluation Process

You agree not to disclose the specific methods, test materials, interview questions, or background screening procedures used by [Company Name] to any third party.

3. Background Verification Consent

By signing this letter, you acknowledge and provide consent for [Company Name] or its authorized agents to perform a background check. This may include, but is not limited to, verification of employment history, educational credentials, and criminal records.

4. Duration

The obligations of confidentiality shall remain in effect regardless of whether an offer of employment is extended or accepted.

5. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Name of Representative]

[Title]

[Company Name]

Applicant Acceptance:

I, [Applicant Name], have read, understood, and agree to the terms set forth in this Confidentiality and Non-Disclosure Registration Letter.

Signature: _____

Date: _____