

[Candidate Full Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name] or [HR Department]

[Company Name]

[Company Address]

Subject: Authorization for Background Check

Dear [Recipient Name],

I, [Candidate Full Name], hereby authorize [Company Name] and its designated agents or representatives to conduct a comprehensive background investigation in connection with my application for employment.

I understand that this investigation may include, but is not limited to, the following areas:

- Verification of previous employment and job performance.
- Verification of educational credentials and professional certifications.
- Criminal background history and public records.
- Credit history (if applicable to the position).
- Reference checks.

I authorize any former employer, school, police department, financial institution, or other person or entity having personal knowledge of my records to release such information to [Company Name]. I hereby release all parties from any liability for damages that may result from furnishing this information.

This authorization is valid for the duration of the hiring process and, if hired, throughout the period of my employment to the extent permitted by law. A photocopy or electronic version of this authorization shall be as valid as the original.

Sincerely,

(Signature)

[Printed Name]

Candidate Information for Processing:

Full Legal Name: _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____