



301 Main Street, Suite 2B – Reisterstown, Maryland 21136
Tel: (410) 654-5665 (800) 469-4473 Fax: (410) 654-9994 (800) 675-4473
www.air-prehire.com

We would like to welcome you to AIR Pre-Employment Screenings services. To help you determine what services will provide the most benefit to your screening needs – please complete the following form. For a complete description of our services, please visit our website at www.air-prehire.com.

Please answer the following questions. When complete please fax P.J. Davis (800) 675-4473 or email pjdavis@air-prehire.com.

Organization Information

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ **Title:** _____

Phone: () _____ **Fax:** () _____

Email: _____ **Department:** _____

Nature of Business: _____

Invoice To: (if different from above) _____

Address: _____

City, State, Zip: _____

Phone: () _____ **Fax:** () _____

Email: _____ **Department:** _____

Additional Information/Comments: _____

Please list all persons authorized to order and receive background reports

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Name: _____

Order: Yes / No - Receive: Yes / No

Title: _____

Telephone: () _____

Fax: () _____

Email: _____

Location: _____

Please copy page if more requestors are needed.

Screening Program Outline

Please use the following questionnaire to determine which areas of research and investigation will fulfill the needs of your organization. A full description of all services can be viewed on our website@ www.air-prehire.com. The answers to the following questions will help us design the proper program(s) for your organization.

1. Do you want the applicant's identity verified? Yes No
2. Do you want a credit report on your applicant? Yes No
3. Do you want your applicant's driving record? Yes No
4. Do you want verification of licenses and/or credentials? Yes No
5. Do you want AIR to handle your drug testing? Yes No
6. The standard criminal record search is performed within the county of the applicant's current residence. Records are reviewed for 7 years. Many of your applicants will have lived in more than 1 county within this time frame.
Should we search for criminal records in those locations? Yes No
Additional charges will apply.
 - a. Statewide Record (*varies in availability and turnaround time*)? Yes No
 - b. Federal Record Yes No
7. Our standard employment verification includes up to 2 employments or 7 years. Yes No
 - a. Should we verify all employments for 7 years if more than 2? Yes No
Additional charges will apply
 - b. May we contact current employer? Yes No
8. Do you want the applicant's education achievements verified? Yes No
 - a. The highest level attempted or highest degree earned? _____
 - c. I will specify which education to verify. Yes No
9. Certain employers and educational institutions require an additional fee for verification. These fees vary between \$10.00 - \$15.00. Do you authorize this type of verification? Yes No
If not authorized – verification cannot be completed.
10. The standard report takes 2 – 3 business days to complete. Occasionally there will be a delay due to school holidays, court closings, employment or education verifications requiring the use of mail. If a delay is encountered – do you want to be sent what has been completed by the end of the 3rd business day? Yes No
11. Background investigation reports can be ordered and the finished report delivered via fax, email, or the web.
 - a. How do you plan to order your reports? _____

- b. How would you like to receive the results? _____
- 12. The approximate number of applicants/employees you anticipate screening per month? _____
- 13. Are there any other areas of investigation and verification not listed above that you are interested in?

- 14. Would the above selections apply to all applicants? Yes No
- 15. If no – how many other employee categories do you need? _____

How to request a background investigation report

- 1. Have the applicant complete, sign, and date the applicant information form and authorization form. *(included in this package and downloadable from our website)*
- 2. To order by fax (*easiest method*) - fill out the order request form and fax to (800)675-4433 along with the signed applicant information form, authorization form and the applicant's application/resume.
- 3. To order by email - download all of the above information into a pdf or word file and send to orders@air-prehire.com.
- 4. To order via the web – www.air-prehire.com, login to customer area using your login and password *(provided by AIR)*. Follow ordering instructions.
- 5. Your completed report will be delivered by email, fax or available to view and download from our website.

5 Easy steps to help expedite completion of a background report

- 1. Insure that the applicant completes the entire applicant information form.
- 2. Have applicant supply their birth date either on applicant information form, employment application or by direct contact with AIR.
- 3. Review employment application/resume to insure all information is complete. Addresses, telephone numbers, dates of employment, titles, salary and supervisor's names are needed. Have applicant list the full name and location of the educational institution along with years of attendance and/or graduation.

Extra time and expense is incurred in our researching this information if not provided.
- 4. Please indicate what program and/or services you are requesting.
- 5. If ordering via email or web, fax a copy of the signed authorization so we may forward it along to any verifier requesting evidence of authorization.