

BACKGROUND CHECKS

COMMON TYPES • Problem Areas

CRIMINAL HISTORY | A record of a person's criminal history that lists all criminal offenses including arrests, charges dismissed, charges pending and convictions.

- convictions
- arrests
- deferred adjudications

CREDIT REPORT | A record of your credit activities. It lists any credit-card accounts or loans you may have, the balances, and how regularly you make your payments. It also shows if any action has been taken against you because of unpaid bills.

- lawsuits/outstanding judgments
- accounts in collection/bankruptcy
- high debt to income ratio
- tax liens

WORK HISTORY & CREDENTIAL VERIFICATION | A procedure in which prospective employers contact the schools, references and former employers provided by a job candidate to verify position qualifications.

- degree not completed as claimed or falsely claimed honors
- inaccurate GPA, major and/or minor
- exaggerated level of job responsibilities
- inaccurate job title

EMPLOYMENT ELIGIBILITY | Employers are required to verify the identity and eligibility to work for all new employees. An Employment Eligibility Verification form (I-9 Form) must be completed and kept on file by the employer.

- ineligible to work in the United States

DRUG SCREENING | A technical analysis of a biological specimen (ie. Urine, hair, blood, sweat, saliva) to determine the presence or absence of specified drugs or their metabolites

- hair test

DRIVING RECORD | In Texas, your driving record contains your name, date of birth, license status and a list of all accidents, traffic offense convictions, and defensive driving course participation.

- traffic violations
- DWI & DUIM
- license suspensions
- accidents

SOCIAL NETWORKING WEBSITES | An online community of internet users such as LinkedIn, Facebook, Twitter, MySpace, Foursquare and Second Life.

- inappropriate and offensive pictures and comments
- disparaging remarks about current or previous employer
- drunken antics and suggestions of drug use



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