

Applicant Checklist

Applicant Checklist

Applicant Name: _____

Employment Application completed and reviewed for:	Supervisor <u>Initials</u>
Signatures	_____
Missing Information	_____
Gaps in Employment	_____
Prior Terminations	_____
Criminal Record	_____
Scratch-Outs	_____
Inconsistencies	_____
 Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports Completed	 _____
 Certification to Consumer Reporting Agency Completed	 _____
 Summary of Your Rights Under the Fair Credit Reporting Act provided	 _____
 Interviews conducted by at least two supervisors and interview comment forms completed	 _____
 Employment and personal references checked and Reference Verification form completed	 _____
 Background investigation report obtained and reviewed	 _____
 Driving record obtained and reviewed (if applicable)	 _____
 Drug test results obtained and reviewed (if applicable)	 _____
 Credit report obtained and reviewed (for applicable positions)	 _____
 Federal EEO-1 Data Collection Form Completed	 _____

APPROVAL TO HIRE

Department Manager

Date

General Manager/Human Resources

Date

OR

REJECTION

Pre-Adverse Action Notice _____

Adverse Action Notice and Notice of Rights _____

Department Manager

Date

General Manager/Human Resources

Date