



# PRE-EMPLOYMENT PROFILE

Must Be Fully Completed & Signed

Please Print Clearly

Human Resource ProFile, Inc.

8506 Beechmont Ave.

Cincinnati, OH 45255-4708

800-969-4300 \* 513/388-4300

Fax 513/388-4320

## APPLICANT INFORMATION

Name \_\_\_\_\_  
 Last First MI Maiden  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
 Previous \_\_\_\_\_ City/State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
 SS# \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ *Age is not a criterion in any decision, but is used for identification purposes ONLY.* Driver's License State of Issuance \_\_\_\_\_  
 Month Day Year  
 Professional license check information only: License # \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_

## EDUCATIONAL BACKGROUND

College Attended \_\_\_\_\_ City/State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 High School Attd. \_\_\_\_\_ City/State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Other School Attd. \_\_\_\_\_ City/State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Degree(s) Earned \_\_\_\_\_ Degree(s) Earned at which school(s) \_\_\_\_\_  
 List any former name(s) used at school \_\_\_\_\_ Are you a High School Graduate? \_\_\_\_\_  
 If GED received, list state and district or military facility, and year received: \_\_\_\_\_

Have you ever pled guilty, been convicted, entered a plea of no contest, or had prosecution deferred or adjudication withheld for any crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list All Offenses, including Traffic and/or Criminal		City, County, and State of Offense		
Year	Offense	City	County	State

I have been informed in writing that a consumer report may be obtained on me for employment purposes. I hereby authorize the procurement of the report and authorize and direct the release to Human Resource ProFile, Inc., an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, my credit history, workers' compensation history, driving record, and scholastic records and hereby release said persons, schools, companies, courts, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Human Resource ProFile, Inc. and reported to my prospective employer. I hereby acknowledge that Human Resource ProFile, Inc. cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Human Resource ProFile, Inc., its agents and/or my prospective employer from any and all liabilities arising out of any errors or omissions regarding my background information and authorize Human Resource ProFile, Inc. to release any and all information to my prospective employer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY EMPLOYER

From \_\_\_\_\_ Location \_\_\_\_\_  
 Date Sent \_\_\_\_\_ Time Sent \_\_\_\_\_ Acct # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Conviction History     Credit     MVR     Education Verification  
 Employment History     Workers' Compensation     OIG/GSA     Violent Sex Offender  
 Federal District     Professional Licensure     Special Request \_\_\_\_\_

When requesting a report for employment purposes from HRP, you must also certify to HRP that you have provided the applicant with the disclosure form and obtained the applicant's consent to procure the report. HRP's two page applicant profile form complies with these requirements.