

Background Verification Form Template

Company Name: _____

Department: _____

Verification Request Date: _____

Personal Information

- Full Name: _____
- Date of Birth: _____
- Gender: (☐ Male ☐ Female ☐ Other)
- Nationality: _____

Background Screening

- Criminal Record Check: (☐ Yes ☐ No)
- Drug Screening Required: (☐ Yes ☐ No)
- Credit History Check: (☐ Yes ☐ No)

Previous Employment Verification

Employer Name	Job Title	Employment Period	Reason for Leaving

Approval Section

- Verification Officer Name: _____
- Signature: _____
- Date: _____