**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: \_\_\_\_\_\_\_\_\_\_**