



PRE-EMPLOYMENT PROFILE
Must Be Fully Completed & Signed

Human Resource ProFile, Inc.
8506 Beechmont Ave.
Cincinnati, OH 45255-4708
1-800-969-4300 * 513/388-4300
Fax 513/388-4320

***** Please Print Clearly *****

APPLICANT INFORMATION

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

EDUCATIONAL BACKGROUND

College Attended _____ City/State _____ From _____ To _____
High School Att'd. _____ City/State _____ From _____ To _____
Other School Att'd. _____ 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

Acct # **ABCDE-001**

Position: _____

From : _____ **Dept:** _____

Date Ordered: _____ Order ID/Reference #: _____

Phone : _____ Fax : _____

- | | | | |
|---|---|--|---|
| ☐ Conviction History | ☐ Credit | ☐ MVR | ☐ Education Verification |
| ☐ Employment History | ☐ Workers' Compensation | ☐ Fed'l Exclusion | ☐ 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.