



## Pre-Employment Background Investigation

As part of the hiring process, Craft Culinary Concepts will conduct a background check. The background check will not be completed through a consumer reporting agency, so the federal Fair Credit Reporting Act, will not apply. All offers of employment at Craft Culinary Concepts are contingent upon clear results of a thorough background check.

As part of a background check, Craft Culinary Concepts may review records on an individual's creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the individual's eligibility for employment purposes. This may include, but is not limited to, a criminal background investigation, driving records, employment verification, reference checks, and/or credit reports. You are always welcome to contact HR with any question or concern at [peopleoperations@craftculinary.com](mailto:peopleoperations@craftculinary.com).

### DISCLOSURE AND AUTHORIZATION FOR BACKGROUND CHECK/INVESTIGATION

You hereby are notified that Craft Culinary Concepts may obtain the above information on you. This will provide information about your credit standing, general reputation, and mode of living. This is designed to provide information about your character and may include information obtained by interviews with your friends, neighbors, and associates. Such may be obtained by Craft Culinary Concepts.

By signing below, you hereby authorize Craft Culinary Concepts to procure the information as disclosed above.

**Full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print)

### AUTHORITY AND CONSENT TO RELEASE INFORMATION TO WHOM IT MAY CONCERN:

I hereby authorize and direct you to release employment records, civil litigation records, and criminal conviction records upon request of the bearer. In accordance with the Family Educational Rights and Privacy Act, I also authorize and direct you to release education records, including academic, attendance, and disciplinary records, as well as any necessary personally identifiable information, upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Craft Culinary Concepts only and is for the purpose of evaluating my possible employment with Craft Culinary Concepts.

I hereby release you, as custodian of such records, and your officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

I have read the foregoing release, understand it, and agree to the terms and conditions therein.

**Full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print)

**Full Legal Name:** \_\_\_\_\_

**Other/Alias Names:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **Driver's License State:** \_\_\_\_\_

**Alien Registration Number (if applicable):** \_\_\_\_\_

**Other States Lived in the past 5 Years:** \_\_\_\_\_

### **PARENTAL CONSENT FOR A MINOR**

The above minor is applying for employment with Craft Culinary Concepts, in Arizona. Part of the employment process includes a background check.

Background checks will include:

- Social Security verification
- Prior employment verification
- Personal and professional references
- Education verification
- Criminal history
- Motor vehicle records (if applicable to the job)

As the parent/guardian of the above-referenced minor, I understand the purposes of these pre-employment checks and hereby provide my consent for the background check of \_\_\_\_\_.

**Full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print)

**Relationship to Minor:** \_\_\_\_\_