

**Superior**  
Employment  
Screening



# Request for Pre-Employment Screening

**Fax to: (330) 433-9181**

**Company Name:** \_\_\_\_\_

Contact: _____	Secondary Contact: _____
Phone #: (     ) _____	Phone #: (     ) _____
FAX #: (     ) _____	FAX #: (     ) _____
Email: _____	Email: _____

*Note: You may use one cover sheet for multiple candidates  
if the same services are requested for each candidate*

## Services Requested

- |                                                                                     |                                                     |
|-------------------------------------------------------------------------------------|-----------------------------------------------------|
| _____ State Criminal Database Search                                                | _____ Education Verification                        |
| _____ County Court Records Search                                                   | _____ Motor Vehicle Report                          |
| _____ District Court Records Search                                                 | _____ Credit Analysis                               |
| _____ Employment Verification - <i>H.R. Only</i>                                    | _____ Social Security Number Validation             |
| _____ Employment Referencing<br><i>Supervisory Reference and H. R. Verification</i> | _____ Workers' Compensation (post offer)            |
| _____ Patriot (Terrorist) Search                                                    | _____ Applicant Testing Onsite at Superior Staffing |

*With this request, please forward the appropriate paperwork required. (i.e.: the candidate's application, resume, signed authorization, Additional Information Form, and any other pertinent information supplied by the candidate.)*

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

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_