

# PRE-EMPLOYMENT SCREENING FORM

## CONFIDENTIAL

(This document should be handled by all parties in a strictly confidential manner.)

**TO: STERLING INFOSYSTEMS, INC.**

**FROM: GRAMBLING STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES**

GSU Box 4261  
MAILING ADDRESS

Grambling, LA 71245  
CITY, STATE, ZIP

318-274-2237  
DEPARTMENT PHONE#

**RE: AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS, EDUCATIONAL  
BACKGROUND INFORMATION & EMPLOYMENT INFORMATION**

As a new or prospective employee of Grambling State University, I understand that **STERLING INFOSYSTEMS, Inc.**, a company that specializes in pre-employment background screening, will conduct an educational background search, employment verification, and a thorough investigation of any record of past criminal activities.

By my signature below, I hereby authorize such an investigation and further authorize **STERLING INFOSYSTEMS, Inc.** to release all records and information maintained in their files, which may confirm or deny my eligibility for employment with the facility or agency named above.

APPLICANT'S FULL NAME \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SOCIAL SECURITY # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DATE OF BIRTH \_\_\_\_\_

APPLICANT'S DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

OTHER NAMES APPLICANT MAY BE KNOWN BY: \_\_\_\_\_

POSITION BEING APPLIED FOR: \_\_\_\_\_

DEPARTMENT OF POSITION BEING APPLIED FOR: \_\_\_\_\_

RACE \_\_\_\_\_ SEX \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic violations? (Drunk, reckless or hit-run driving are not minor violations).  YES  NO List all reportable convictions (including guilty pleas). Failure to admit may be cause for disqualification. Offense: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ City, State: \_\_\_\_\_ Sentence: \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This form shall be delivered to the Office of Human Resources, Long-Jones Hall, Room 148, by the Unit/Department Head/designee recommending the employment of the above applicant. Upon completion of the background search, Sterling InfoSystems, Inc. will promptly notify Human Resources of its findings.

For Human Resources Use Only

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