

# Background Verification Authorization

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Company's Name] to conduct a background verification as part of the hiring process for the position of [Job Title].

This authorization allows [Company's Name] to contact my previous employers, educational institutions, and any other individuals or organizations necessary to verify the information provided in my application and during the interview process.

I understand that this background verification may include, but is not limited to, criminal records, employment history, and educational qualifications. I also release [Company's Name] from any liability that may arise from this verification process.

Thank you for considering my application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]