

# Background Screening Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an agreement between [Your Company Name] and [Recipient's Name] regarding the background screening procedures to be conducted as part of the hiring process.

- 1. Scope of Background Screening:** The background screening will include, but is not limited to, criminal history checks, employment verification, education verification, and reference checks.
- 2. Authorization:** By signing this agreement, you authorize [Your Company Name] to conduct the necessary background checks and to obtain information from third-party sources.
- 3. Confidentiality:** All information obtained during the background screening will be kept confidential and will only be used for the purpose of evaluating your suitability for employment.
- 4. Compliance:** [Your Company Name] agrees to comply with all applicable laws and regulations regarding background screening procedures.

Please sign below to indicate your acceptance of the terms outlined in this agreement.

---

[Recipient's Name] [Your Company Representative]

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]