

Applicant Background Inquiry

Date: _____

To: [Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We appreciate your interest in the [Job Title] position at [Company Name]. As part of our hiring process, we conduct background inquiries to ensure the integrity of our candidates. We kindly ask you to provide the following information to facilitate this process:

- Full name (including any aliases)
- Date of birth
- Social Security Number
- Current address
- Previous addresses (last five years)
- Employment history (last five years)
- Education history

Please be assured that this information will be kept confidential and will only be used for the purpose of evaluating your application.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]