

# Background Check Authorization

Date: [Insert Date]

To: [Applicant's Name]

Address: [Applicant's Address]

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 checks on all potential employees.

Please provide your consent for us to perform a background check, which may include verification of your employment history, criminal records, and educational qualifications. Your signature below will authorize us to obtain this information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

## Consent Signature

I, [Applicant's Name], hereby authorize [Company Name] to conduct a background check on me.

Signature: \_\_\_\_\_

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