



Background Check Instruction Sheet

CRST Home Solutions requires that identity checks, criminal background checks, and driving history checks be conducted on all Service Providers' workers, who will be performing work inside customers' homes.

You and your company are an important part of the work we do, which is why you have received this packet.

INSTRUCTIONS

1. **Complete** this background check form in its entirety for each employee who will be performing work for us.
 - a. If handwritten, be sure to print clearly and legibly.
 - b. If typed, the .pdf version of this background check incorporates editable form fields.
2. **Sign and date** the background check form where applicable.
3. **Return** completed background check form, to your Recruiter and/or Market Manager.
4. **Must also Include The Following 2 Items** when submitting a completed background check form:

BACKGROUND CHECKS CANNOT BE RUN UNTIL THE ITEMS BELOW ARE RECEIVED:

1. **Photo copy of Driver's License**
2. **Photo copy of Social Security card**

IMPORTANT INFORMATION

- Forms must be submitted by all technicians, drivers, and helpers who drive to/from and/or enter a customer's home.
- This form must be completed by every technician you would use, or think you may use, to provide service and installation. CRST requires that you submit the completed background check form, along with the 2 additional items needed for processing the background check (I.D., SS Card) within 10 days of receipt or paperwork. New technicians may be added at a later date, but are not permitted to perform any work, until they provide a cleared background check.
- All sections in this form need to be completed accurately and legibly, or risk being rejected.
- When finished completing this form in full, return it to your CRST Recruiter or Market Manager.
- Critical Note: All information requested in this form will be kept CONFIDENTIAL. We respect your company's workers' privacy, and do not intend to compromise your trust and goodwill.

NOTE: Please maintain a copy of all completed applications for your records



Background Check Form

Any persons driving, or working on-site will need to fill out this background check form in its entirety. Please fill in all fields below printing clearly and legibly, or by using the .pdf version of this document. Then return this form, along with: 1) Picture of a valid driver's license or state issued ID, and 2) Picture of Social Security card, to your Recruiter and/or Market Manager for processing.

COMPANY INFORMATION

Serial A#

Company Name

CHECK ALL THAT APPLY

Owner ☐

Technician ☐

Receptionist ☐

Helper ☐

Driver ☐

Non-Driver ☐

APPLICANT INFORMATION (PLEASE PRINT CLEARLY)

Legal Last Name

Legal First Name

Middle Name

GENDER

MALE ☐

FEMALE ☐

_____/_____/_____
Date Of Birth (mm/dd/yyyy)

_____-_____-_____
Social Security Number

Current Physical Address

Apartment/Unit/Suite #

City

State

Zip Code

Phone Number

Email Address

Are you legally authorized to work in the United States? ☒ Yes ☐ No

Driver's License #

State Where Issued

CONSUMER DISCLOSURE AND GENERAL AUTHORIZATION – FCRA In connection with your company's application for vendor certification by CRST to provide service to CRST customers, a Consumer Report, as this term is defined in the federal Fair Credit Reporting Act as amended (FCRA), 15 U.S.C. 1681 et seq., to include conformance with state-specific consumer credit reporting agency requirements, will be obtained by CRST from Accurate Background. Accurate Background may not give out information about you to CRST without your signature below.

The Consumer Report will include verification of your identity, a criminal history record check, and a driving history check. By signing this form, you are authorizing CRST to procure a Consumer Report for the intended purpose only, and no other.

I hereby authorize CRST to obtain a Consumer Report on me contingent upon the limitations stated above.

This authorization does not include the release of any financial or medical information. This authorization is valid only for the purpose set forth herein.

Signature

Date

☐ I would like a copy of my background check sent to my current address.