



## POST-OFFER BACKGROUND CHECK INTAKE FORM

Please complete the following information, then email this form, and all required background forms as listed below, to Amber Allerton, Operations Manager at [AmberA@tpohr.com](mailto:AmberA@tpohr.com) and Brian Pratt, Director of Investigative Services at [Prez@MysterySolvers.com](mailto:Prez@MysterySolvers.com).

Questions? Call Amber at (831) 647-7292 or Brian at (831) 915-8296

☐ **TPO Member (Basic - \$250)**

☐ **Non-Member (Basic - \$300)**

Company: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Required Background Forms (Check all that Are Attached)

<input type="checkbox"/>	Background Check Intake Form (completed by employer)
<input type="checkbox"/>	Employment Application (completed by applicant)
<input type="checkbox"/>	Background Check Release (completed by applicant)
<input type="checkbox"/>	Background Summary of Rights (provide to an applicant for their records)
<input type="checkbox"/>	Resume and/or Employment History Form (if no resume is available, use Employment History Form)
<input type="checkbox"/>	AB-22 Employer Credit Report Certification (completed by employer with applicable allowances checked) – <u>only</u> when a credit check is requested

### Basic Background Services Included (Check all that Apply)

TPO Member: \$250 / Non-Member: \$300

<input type="checkbox"/>	Criminal	<input type="checkbox"/>	Civil	<input type="checkbox"/>	DMV	<input type="checkbox"/>	Professional Licenses
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### Additional Service Add-ons (Check all that Apply)

<input type="checkbox"/>	Credit Check*	Cost: \$25
<small>*Employment Credit Report is available only if the position meets one or more of eight requirements, listed on the above "AB 22 Employer Credit Report Certification". Additionally, the applicant must complete the credit release portion of the above "Background Check Release".</small>		
<input type="checkbox"/>	Degree Verification**	Cost Varies by Institution – Ranging from \$25 to \$50
<small>**If requesting a degree verification, please provide the following information.</small>		

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Degree (i.e. Bachelors, etc.)

\_\_\_\_\_  
Name on Degree

\_\_\_\_\_  
Year Received

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Degree (i.e. Bachelors, etc.)

\_\_\_\_\_  
Name on Degree

\_\_\_\_\_  
Year Received

### Billed at Hourly Investigation Rate (Check all that Apply)

TPO Member: \$250 + Expenses / Non-Member: \$275 + Expenses

<input type="checkbox"/>	Onsite Court Record Examination (Outside Monterey County)
<input type="checkbox"/>	Reference Checks (Current/Former Employer, Supervisor, Co-Worker)

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

### Additional Instructions and Requests