

**ABC Janitorial and Maintenance**

Mr. Joseph Dokes  
8765 Midland Avenue  
Cleveland, OH 44111

**PERSONAL & CONFIDENTIAL**

**Sample Report**

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**Background Investigation for the Following Individual:**

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<b>Applicant's Name:</b>	<b>RUSS BROWN</b>
<b>Date:</b>	8/20/07 9:18:51 AM
<b>SS#:</b>	--- - -- -9999
<b>Date of Birth:</b>	12-12-68

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References - Employment

**RG Properties**

Source's Name and Position:	<b>Robert Gorden, Owner</b>
Dates of Employment:	<b>11/92 to 1/05**** (Applicant stated 6/92 to 9/05)</b>
Confirmed Title of Subject:	<b>Handyman</b>
Job Responsibilities:	<b>"He did maintenance on my apartment building."</b>
Attendance and Punctuality:	<b>"Horrible is the only word I can use to describe it."</b>
Ability to Work in a Team:	<b>"He was verbally abusive toward others."</b>
Work Habits/Best Attributes:	<b>"He has terrible work habits and has a very bad value system."</b>
Conflict Resolution:	<b>"He is a rage-aholic and throws terrible temper tantrums."</b>
Supervision Needed:	<b>"I tried to help him with his problems. But I could not."</b>
Personality:	<b>"He has a very hostile personality."</b>
Area of improvement:	<b>"I believe he will continue to milk the system on unemployment and welfare."</b>
Reason for Leaving:	<b>"I could not take it anymore."</b>
Eligibility for Rehire:	<b>"No."</b>
Comments:	<b>"In closing, he is a burnout, a time-bomb waiting to explode."</b>

\*\*\*\*Please note the discrepancy between the dates provided by the applicant and those confirmed by the reference.

**Levers and Widgets, Inc.**

Source's Name and Position:	<b>Charles Harris, Supervisor</b>
Dates of Employment:	<b>"A couple of months in 1996."</b>
Confirmed Title of Subject:	<b>Machine Operator</b>
Job Responsibilities:	<b>"He was a press operator."</b>
Attendance and Punctuality:	<b>"He would be here 3 out of 5 days."</b>
Ability to Work in a Team:	<b>"He mostly kept to himself."</b>
Work Habits/Best Attributes:	<b>"I guess for the short time he was here he did alright. He did have a problem of staying focused and had to be told how to do things over and over."</b>

Conflict Resolution: "He had a quick temper."  
 Supervision Needed: "Yes. He needed to be checked on."  
 Personality: "Quiet for the most part."  
 Area of improvement: "I think he had a lot of personal problems which needed to be dealt with."  
 Rating (on a scale of 1 – 10, 10 being the best): "4 or 5"  
 Reason for Leaving: "He just stopped showing up. I cannot run a shop on that behavior."  
 Eligibility for Rehire: "No."  
 Comments: "I hope he gets his act together."

### Basic Criminal Search

The following results are based on a ten (10) year or greater criminal records search at the respective jurisdictions, according to 605 (a) (5) of the Fair Credit Reporting Act.

#### FELONIES

#### Cuyahoga County, OH

VIOLATION: 1. Drug Trafficking  
 2. Drug Abuse  
 DISPOSITION: **GUILTY**  
 IDENTIFIERS: NAME, DOB  
 CASE NO.: XXXXXXXX  
 DATE: 1/28/06  
 DISPOSITION DESC.: 2/12/06: FOUND GUILTY on Counts 1 and 2. Sentenced to 6 months in County Correctional Facility; Drug Treatment, Random Urinalysis for 2 Years; Pay Court Costs

VIOLATION: 1. Grand Theft  
 2. Food Stamp Trafficking  
 DISPOSITION: **GUILTY OF THEFT**  
 IDENTIFIERS: NAME, AKA: L--- Z-----, M----- S-----, T----- V-----, DOB, 12-12-68  
 CASE NO.: XXXXXXXX  
 DATE: 12/21/91  
 DISPOSITION DESC.: 1/12/92: FOUND GUILTY of Theft. Sentenced to 1 Year Probation with Conditions: Random Urinalysis, Pay Court Costs

VIOLATION: 1. Drug Abuse (2 Counts)  
 2. Attempt  
 DISPOSITION: **GUILTY OF ATTEMPTED DRUG ABUSE**  
 IDENTIFIERS: NAME: M----- E-----; DOB  
 CASE NO.: XXXXXXXX  
 DATE: 06/24/88  
 DISPOSITION DESC.: 05/06/91: GUILTY OF Attempted Drug Abuse – 60 Days in County Jail, Pay Court Costs

#### MISDEMEANORS

#### Cleveland, Ohio

VIOLATION: Assault of a Government Official (Mis)  
 DISPOSITION: **GUILTY**  
 IDENTIFIERS: NAME, DOB, ADDRESS  
 CASE NO.: XXXXXXXXXXXXX  
 DATE: 06/25/97

DISPOSITION DESC.: **07/08/97: FOUND GUILTY. Sentenced 30 Days in Jail (Suspended), 18 Months Probation**

### **Motor Vehicle Report**

826-36467

The applicant's **Ohio** Drivers License No. 123456789 is **VALID** until 7/30/2000 and reflects the following violations:

Violation: **Speed**  
Date: **9/9/98**  
Case Number: **XXXXXXX**  
Disposition: **2 points**

Violation: **DUI**  
Date: **5/12/96**  
Case Number: **XXXXXX**  
Disposition: **6 Points**

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**END OF REPORT**

St. Elizabeth Hospital  
Susan Wilbanks  
1506 S. Oneida St.  
Appleton, WI 54915

## Sample Report

**PERSONAL & CONFIDENTIAL**

Applicant: **123-4567**

### Background Investigation for:

<b>Applicant's Name:</b>	<b>HELEN BARNES</b>
<b>Date:</b>	7/9/07 9:59:00 AM
<b>SS#:</b>	--- -- -7777
<b>Date of Birth:</b>	05/05/1957

123-4567

### Carol Anderson

Length of time known:	<b>2 years</b>
Relationship:	<b>Professional</b>
Best Attributes:	<b>“She is intelligent. She is very sharp. She communicates well. She has a lot of nursing knowledge and I am a health education officer. We have a lot of intellect together when we talk.”</b>
Scale 1-10 (10 is best)	<b>“8, she is very reliable. She shows wisdom when she speaks her mind.”</b>
Personality/Interaction w/others:	<b>“She is outspoken. She interacts openly with others.”</b>
Most impressive accomplishment:	<b>“She has a lot of professionalism. I’ve watched her study and work for exams. She is very conscientious and works hard. She sets her mind to do things and does them. She’s glued to it and does it well and to completion.”</b>
Obstacles/problem resolution:	<b>“She is good at finding ways and options. She will consult. She has consulted with me a number of times.”</b>
Other Comments:	<b>“She shows real effort. She does everything and does it well. She is committed. If you employ her, she is in for the long term. She looks at the opportunities and providing she likes it, she is there long term. I’m a professional and I like to think my word counts!”</b>

123-4567

### PRIVATE CLINIC – East Sussex, London

Source's Name and Position:	<b>Barbara Nolan, Supervisor</b>
Confirmed Title of Subject:	<b>R.N.</b>
Job Responsibilities:	<b>“She worked with the patients as an R.N. and all that entails. You know, meds, reports, dressings, etc., whatever was required. This is a 15 regular bed and a 7 ICU bed facility.” When prompted to explain more clearly patient/nurse ratio as it related to the applicant, the source replied, “For the regular beds, it’s 1 to 4, for ICU it’s 1 to 1.”</b>
Work Habits:	<b>“When she came she had just finished her training. She asked questions a lot; she was very easy to train, very good.”</b>
Attendance and Punctuality:	<b>“She was very dependable and punctual.”</b>
Ability to Work in a Team/Initiative:	<b>“Yes, she has good initiative. She has good qualities; she makes a good team member.”</b>

Best Attributes/Patient Care: **“She’s a quick learner, and she asks questions, she’s very good. She has good qualities. She’s always willing to learn. She had good patient care. She handled them well based on her knowledge. If there was a difficult situation she coped well.”**

Conflict Resolution: **“She didn’t have any conflicts.”**

Supervision Needed: **“Minimal.”**

Personality: **“She’s outgoing, friendly, open, professional.”**

Rating (scale of 1 – 10, 10 being the best): **“I would give her a seven and a half.”**

Reason for Leaving: **“She wanted to go to the States, to be with family, a brother I think, and also because she’s ambitious and medical care is more advanced in the States than it is in here the U.K., and the medical system in the States is more like the system in which she was trained. She’s ambitious. She wanted more, more autonomy, more use of her training, to learn more.”**

Eligibility for Rehire: **“Yes, certainly, if she returned, yes, I would rehire her absolutely.”**

Comments: **“I think you’ve asked everything I would say. I would just like to repeat, she’s good; she’s willing to learn; she’s ambitious.”**

## **REGIONAL HOSPITAL**

Source's Name and Position: **Sharon Hayes, Director, Cardiac Rehab**

Dates of Employment: **“That’s correct.”**

Confirmed Title of Subject: **“She was a clinical nursing specialist.”**

Job Responsibilities: **“She had a broad job description. She supported the CCU with education and other forms of assistance. She wrote a lot of policy, standards, things like that. She was a great resource.”**

Attendance and Punctuality: **“She was wonderful. She was always here.”**

Work Habits/Best Attributes: **“She’s very efficient. She’s got a great personality. She’s very caring toward the patients, very thorough in her training of both patients and staff. She’s non-judgmental. She’s a good nurse.”**

Ability to Work in a Team: **“She could do both. She did a lot of different kinds of things. She could work in all capacities.”**

Supervision Needed: **“She was self-directed.”**

Personality: **“She’s very intelligent, caring, just a wonderful, supportive person.”**

Stressful situations/changes: **“Stressful situations? In a critical care unit?” The source laughed. “She dealt with life and death crisis every day, conflicts with staff when they wanted to do things their way.”**

Interaction with others: **“She spoke her mind. If she had a conflict with a physician sometimes that meant educating the physician. She didn’t back off from a conflict, but she could be diplomatic.”**

Rating (on a scale of 1 – 10,

10 being the best):

Area of improvement:

Reason for Leaving:

Eligibility for Rehire:

**“A ten.”**

**“I’m sorry, I really can’t think of a thing.”**

**“Her position was deleted. It was a cost-cutting choice.”**

**“I don’t know, I’m not involved with hiring or anything like that. I would assume so. If it were my decision, then absolutely.”**

Comments:

**“I miss her very much. I used her as a resource a lot. She was a great resource and I just miss her.”**

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