



# Background Check Verification (Drivers & Warehouse Personnel) Checklist

## Pre-Screening & Authorization

Initial steps before initiating the full background check. Includes obtaining necessary consent and authorizations.

### Authorization Form Received?

☐ Yes

☐ No

### Candidate Full Name

Write something...

### Candidate Email Address

Write something...

### Authorization Form Signed Date

Enter date...

### Candidate Acknowledgement (Copy/Paste from Form)

Write something...

### Background Check Type Selected (Driver/Warehouse)

☐ Driver

☐ Warehouse

### Background Check Order Number (if applicable)

Enter a number...

### Upload Signed Authorization Form

 Upload File

## Motor Vehicle Record (MVR) Verification

Comprehensive review of driving history, including accidents, violations, and license status.

### Driver's License Number

Enter a number...

### License Expiration Date

Enter date...

### Number of Accidents in Past 3 Years

Enter a number...

### Number of Moving Violations in Past 3 Years

Enter a number...

### Number of Suspensions

Enter a number...

### Details of Most Serious Violation (if any)

Write something...

### Commercial Driver's License (CDL) Status?

☐ Yes

☐ No

### MVR Record Clean?

☐ Yes

☐ No

### Notes/Comments regarding MVR Record

Write something...

## Criminal Record Check

Verification of criminal history, including arrest records, convictions, and court proceedings.

### Federal Criminal Record Search Summary

Write something...

### State Criminal Record Search Summary

Write something...

### County Criminal Record Search Summary

Write something...

### Number of Arrest Records Found

Enter a number...

### Number of Conviction Records Found

Enter a number...

### Sex Offender Registry Check Performed?

☐ Yes

☐ No

### National Crime Database Searched?

☐ Yes

☐ No

### Summary of Significant Findings (if any)

Write something...

## Employment Verification

Confirming previous employment history and verifying job responsibilities.

### Previous Employer Name

Write something...

### Employer Address

Write something...

### **Employer Phone Number**

Write something...

### **Contact Person at Previous Employer (Name)**

Write something...

### **Contact Person's Email Address**

Write something...

### **Start Date of Employment**

Enter date...

### **End Date of Employment**

Enter date...

### **Years of Service**

Enter a number...

### **Job Title and Responsibilities**

Write something...

### Reason for Leaving

- ☐ Voluntary Resignation
- ☐ Layoff
- ☐ Termination
- ☐ Other

## Drug & Alcohol Screening (If Applicable)

Results and verification of pre-employment and ongoing drug and alcohol screening, if required by company policy or regulation.

### Screening Date

### Screening Type

- ☐ Pre-Employment
- ☐ Random
- ☐ Post-Accident
- ☐ Reasonable Suspicion

### Drug Screen Result (e.g., COOH, THC)

### Alcohol Breathalyzer Result (BAC)


### Result Interpretation

- ☐ Negative
- ☐ Positive
- ☐ Dilute
- ☐ Invalid

### Comments/Notes (e.g., reason for retest, medical review officer comments)

Write something...

### Lab Report (PDF)

 Upload File

### Medical Review Officer (MRO) Action

- ☐ Reviewed & Verified Negative
- ☐ Reviewed & Verified Positive (with explanation)
- ☐ Further Review Required

## Education & Certifications

Verification of claimed educational degrees, certifications, and licenses relevant to the role.

### Highest Level of Education Completed

Write something...



### Name of Educational Institution(s)

Write something...


### Graduation Date (or Expected Graduation Date)

Enter date...

### Major/Area of Study

Write something...

### Copy of Diploma/Transcript (Optional)

 Upload File

### Relevant Certifications (e.g., Forklift, Hazmat)

- ☐ Forklift Certification
- ☐ Hazmat Certification
- ☐ CDL (Specific Class)
- ☐ OSHA Certification
- ☐ Other

### Details of Other Certifications (if selected above)

Write something...

### CDL Class (If Applicable)

Enter a number...

## Reference Checks

Contacting and verifying information provided by listed professional references.

### Reference 1: Full Name

Write something...

### Reference 1: Job Title (at time of reference)

Write something...

### Reference 1: Phone Number

Write something...

### Reference 1: Email Address

Write something...

### Reference 1: Summary of Conversation - Key Points & Observations

Write something...

### Reference 1: Overall Impression of Candidate (Work Ethic, Reliability, Teamwork)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Not Applicable

### Reference 1: Would you rehire this candidate?

- ☐ Yes
- ☐ No
- ☐ Maybe

### Date of Reference Check Completed

Enter date...

## Review & Adjudication

Final review of all background check results and making a determination regarding suitability for employment.

### Summary of Background Check Findings

Write something...

### Overall Suitability Assessment

- ☐ Suitable for Employment
- ☐ Unsuitable for Employment
- ☐ Further Review Required

### Justification for Suitability Assessment (Required if not 'Suitable')

Write something...

### Score/Risk Level (If Applicable - based on internal scoring system)

Enter a number...

### Mitigation Plan (If 'Further Review Required' or 'Unsuitable')

Write something...

### Compliance with FCRA (If Applicable)

- ☐ Yes
- ☐ No
- ☐ N/A

### Date of Adjudication Review

Enter date...

**Reviewer Signature**

# Documentation & Record Keeping

Ensuring proper documentation of all verification steps and maintaining records in compliance with legal and company requirements.


**Background Check Start Date**

**Background Check Completion Date**

**Background Check Authorization ID**

**Summary of Findings/Notes**

**Copy of Background Check Report (PDF)**

 Upload File

**Adjudication Decision**

- ☐ Hire
- ☐ Conditional Hire
- ☐ Do Not Hire

**Reason for Adjudication Decision (If not 'Hire')**

Write something...

**Reviewer Signature**

**Reviewer Name (Printed)**

Write something...