

Prospective Employer: U.S. Coast Guard Exchange System (COAS07)\_Branch (VA02)  
 BTi Service Code: Basic

**NOTICE TO JOB APPLICANTS**

Your prospective employer has contracted with *BTi* Employer Screening Services, Inc., A Texas licensed, Private Investigations Agency to verify certain information contained in your application for employment, conditional job offer or provided by you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. ***Please complete all information requested.***

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by *Bti* Employee Screening Services Inc., 8150 N. Central Expressway, Suite 500, Dallas, Texas 75206. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report

Applicant's Legal Name		Last	First	M.I.	
Please provide any other name used for prior employment or school that differentiates from the above.		Last	First	M.I.	
Current Home Address	Street	City	State	Zip	
Date of Birth: (Month/Day/Year)		Social Security #			
Driver's License #		State			
<b>RESIDENTIAL HISTORY: <i>List all residential addresses in the last 7 years</i></b>					
Address	City	State	Zip	From	To
Address	City	State	Zip	From	To
Address	City	State	Zip	From	To
<b>EDUCATION HISTORY: <i>List all schools attended</i></b>					
Name of College, University or Trade School			<u>Dates Attended</u> From To		
City/State	Telephone	Degree Earned: _____ or Incomplete			
Major	GPA	Minor	GPA		
Name of College, University or Trade School			<u>Dates Attended</u> From To		
City/State	Telephone	Degree Earned: _____ or Incomplete			
Major	GPA	Minor	GPA		

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<b>Applicant's Legal Name</b>	Last	First	M.I.
<b>EMPLOYMENT HISTORY: List all jobs held in the last 7 years</b>			
May we contact your present employer? (circle one) YES NO			
MOST RECENT COMPANY NAME:			Telephone
Address	City	State	Zip From To
Job Title	Salary	Reason for Leaving	
2 <sup>nd</sup> COMPANY NAME:			Telephone
Address	City	State	Zip From To
Job Title	Salary	Reason for Leaving	
3 <sup>rd</sup> COMPANY NAME:			Telephone
Address	City	State	Zip From To
Job Title	Salary	Reason for Leaving	
4th COMPANY NAME:			Telephone
Address	City	State	Zip From To
Job Title	Salary	Reason for Leaving	

Consent Document (page 2 of 2)

**APPLICANT CONSENT:** I understand and agree that *BTi* Employee Screening Services, Inc. will verify all or part of the Information I have given my prospective employer. I understand that this verification may include any inquiry into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_