

# A P P L I C A T I O N & B A C K G R O U N D C H E C K

## S E C T I O N O N E T H E A P P L I C A T I O N :

- This is a legal document – firms use this to defer to you in your candidacy.
- Make sure the Application matches what’s written on your Resume.
- Most Applications are done at the end of the process, but some firms do it at the beginning and many are done online or are provided in a PDF attachment with both Application and Background release all in one.

**Tip #1** Work Authorization

**Tip #2** Employment History

**Tip #3** Salary History & Expectation

**Tip #4** Education

**Tip #5** References

**Bonus A:** *Reference Questionnaire*

**Bonus B:** *List of References*

## S E C T I O N T W O B A C K G R O U N D C H E C K :

- This is usually part of the Application, although a very clear and separate part of the paperwork.
- This is where verification of Employment, Work Authorization, Education, and Drug/Credit/Criminal Testing is done.

**Tip #6** Credit/Criminal/Drug Testing

**Tip #7** Third Party Verification

## R E C A P :

Key Takeaways from The Application & Background Check section.