APPLICATION & BACKGROUND CHECK

SECTION ONE
THE APPLICATION:

- 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*

SECTION TWO
BACKGROUND CHECK:

- 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

RECAP:

Key Takeaways from The Application & Background Check section.