
Background Check Instructions

You will be receiving an e-mail notification from a company called, easyBackgrounds. Once you receive this e-mail, please follow the instructions to complete your background check information.

- If your residence history includes a state that has a specific background check form, you will receive a separate e-mail from easyBackgrounds requesting you to complete this information.
- If the client site you will be working at requires a drug screen, you will complete this information at the same time you complete the background check information. You will receive a separate e-mail containing a Donor Pass Document. You will need to bring this document with you on the day of your drug screen. Please note, all drug screen requirements must be fulfilled within a 72- hour window. Please reach out to hr@digitalprospectors.com if you will be unable to meet this requirement.
- If the client site you will be working at requires us to screen for your employment and/or education history, you will be receiving a separate e-mail from easyBackgrounds to complete this information.

If you have been a resident of Massachusetts (MA) within the past 7 years, please also complete the attached Criminal Offender Record Information (CORI) Acknowledgment Form. **This Form MUST be printed and notarized.** Please see instructions below.

- In the presence of a notary, please read the disclosure, sign, and date on the first page of the MA CORI Form.
- On page two, please complete the requested information. All items with a * by them must be completed.
- Once complete, please hand the Form to the notary so they can complete the requested highlighted information in the bottom left-hand box.
- Please send the completed Form to hr@digitalprospectors.com or 603-772-2828 for processing.

All background check requirements must be completed within a 24-hour window, please reach out to hr@digitalprospectors.com if you will be unable to meet this requirement. Please reach out if you have any questions regarding this process.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

DIGITAL PROSPECTORS CORPORATION is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **DIGITAL PROSPECTORS CORPORATION** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **DIGITAL PROSPECTORS CORPORATION** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: **DIGITAL PROSPECTORS CORPORATION** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that **DIGITAL PROSPECTORS CORPORATION** must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

*SIGNATURE

*DATE

*** DENOTES REQUIRED FIELD**

SUBJECT INFORMATION

***Last Name** ***First Name** Middle Name Suffix

 Maiden Name (or other name(s) by which you have been known)

***Date of Birth** Place of Birth

***Last Six Digits of Your Social Security Number:** ***-_____-_____

Sex: ____ Height: ____ft. ____in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

 Mother's Full Maiden Name

 Father's Full Name

Current and Former Addresses:

 Street Number & Name City/Town State Zip

 Street Number & Name City/Town State Zip

IF MAILING TO DIGITAL PROSPECTORS, PLEASE HAVE A NOTARY COMPLETE THE REQUESTED INFORMATION BELOW.

The above information was verified by reviewing the following form(s) of government issued identification:

NOTARY'S SIGNATURE:

DATE _____
 (Comm. Exp.)

NOTARY, AFFIX SEAL BELOW:

HR/INTERNAL USE ONLY

I certify that DIGITAL PROSPECTORS is in compliance with all applicable state and federal consumer reporting statutes, and will not misuse any information in violation of federal or state equal employment opportunity laws or regulations.

VERIFIED BY:

 Name of Verifying Employee (Please Print)

***Signature of Verifying Employee**

- *Permissible Purpose:** Employment: Applicant
 Employment: Current Employee Employment: Sub-contractor Volunteers/Interns: Applicant
 Volunteers/Interns: Current

***This individual is reasonably expected to earn annually:** Over \$75,000 Under \$75,000