

10.) Job Preparation ; Background Check



"What do you mean, it's not a good résumé?
It's the most expensive one they had on eBay!"

EMPLOYEE BACKGROUND CHECK

What is background check

This is a procedure for looking up business and formal records of an individual. Checks are typically conducted on job seekers requiring security clearance like school or a bank. Background checks normally consist of the following:

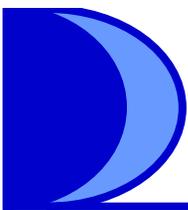
- Past employment
- Credit worthiness
- Criminal history

Performing these checks is essential to making informed decisions about an individual, particularly in hiring. Unfortunately illegal and inappropriate use can involve violation of privacy and identity theft.

How do I prepare for a background check?

Here are the steps:

- Conduct your own background check.** You want to know what a company may be looking for about you. You can verify whether the information is true or false and correct it.
- Tell family, friends and associates, they may be contacted about me.** That way they won't be leery of a stranger questioning them out of the blue about you



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- **Look for any court records.** If there have been problems, such as any arrests, convictions, etc., be sure the records are accurate.
- **Get a copy of your credit report.** If there is anything that looks strange or false, dispute it with the credit bureaus. Things like the wrong name or incorrect social security number can be listed. You should be aware of your privacy right and be protected from privacy theft.
- **Carefully review before signing.** Companies can be very clever and intimidating in how they conduct the application process. You be asked to sign a release for a background check when you hand in the job application, if you decline you may not get the job. Make sure to ask questions and get clear answers before you sign anything.
- **Verify driving records.** Don't forget to check yes to the question on the application about conviction of crime or misdemeanor, even if it was a long time ago..
- **Try to get a previous background check copy.** You may eligible to receive a copy. The request can be made to the employer who made the check or the background check service hired by the employer.

Why do companies perform background checks?

In a nutshell, employers want to know that you are who you say you are. The degree of background check depends on the what job your are seeking. Airport and school employees undergo extensive screenings.

This will provide criminal act in the workplace and to avoid some legal suits.