



**CARBONDALE**  
All Ways Open

200 S. Illinois Avenue  
P.O. Box 2047  
Carbondale, IL 62902-2047  
Phone (618) 549-5302  
Fax (618) 457-3283  
[www.explorecarbndale.com](http://www.explorecarbndale.com)

**Credit Check Form**

<b>Important - to be completed by employer or recruiter</b>		
1. Photocopy <u>1 piece</u> of identification, ID must be government issued with candidate's picture and signature. 2. Scan these pages and forward to Verified First 3. When photocopying ID, ensure it is clear and can be read.		
<b>Services Ordered:</b> Credit Bureau Inquiry		
<b>Company</b>	<b>Client Name</b>	<b>Date</b>
<b>Consent</b>		
<b>Candidate First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Maiden Name(s) / Alias (Other Names)</b>	<b>Birth Date</b> ____ - ____ - ____ Month Day Year	<b>Gender</b> Male Female (circle one)
<b>Present Address</b> (street name, number, city, province, postal code)		<b>Telephone</b>
<b>Previous Address</b> (if present address is less than 5 years)	<b>Place of Birth</b> (Town, Prov., Country or Hospital)	<b>Email Address</b>

In connection with my application for licensing from City of Carbondale, I understand that the background check process includes a credit bureau inquiry with retrieval of information from a major credit bureau. I hereby consent to a credit bureau inquiry on behalf of City of Carbondale which will include information about me, including any previous bankruptcies, legal proceedings, collection actions, negative banking items and other information reported by my creditors and I hereby authorize any public or private institution to provide and release City of Carbondale, its agents or employees information related to my credit record. I authorize Verified First to release all personal information obtained during the above credit bureau inquiry to City of Carbondale and hold harmless Verified First upon the release of this information or its findings to City of Carbondale. By signing this form, I am aware and I give consent that this record may be transmitted electronically or in hard copy outside of Canada.

X \_\_\_\_\_  
Signature Authorizing Credit Bureau Inquiry

\_\_\_\_\_  
Date



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