



International School Bangkok

ISB EMPLOYEE - BACKGROUND CHECKS AUTHORIZATION (Important: Please read carefully before signing)

International School Bangkok has contracted the McDowell Agency to conduct background checks for faculty and administration. This will involve an inquiry to obtain information regarding police records and employment history. The Fair Credit Reporting Act (USA) requires that we inform you that a background investigation will be conducted.

Upon timely written request to the ISB HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided. Employees have the right to request details of the report from the reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the report, you will be provided a copy of the report, the name, the address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process background investigation and they are intended solely for that purpose. (If items are not applicable, please write N/A.)

Date of Birth: _____/_____/_____ (Month, Day, Year)

Driver License # _____ State: _____

Social Security # _____/_____/_____ Passport # _____ Country: _____

Other Names Used & Date Changed _____

National ID # _____

Mother's name: _____ Mother's maiden name: _____

Father's name: _____

Residence Addresses For the Past 10 Years: (attach additional sheets, if needed and include all international addresses)

<i>Street Address</i>	<i>City, State, Province & Zip Code</i>	<i>Country</i>	<i>From Mo./Yr</i>	<i>To Mo./Yr.</i>

Have you ever been convicted of a crime? _____Yes _____No

If yes, please explain in some detail, including what county and state, and in what year:

<i>Conviction</i>	<i>City & State</i>	<i>Country</i>	<i>Date</i>

I hereby authorize International School Bangkok and/or The McDowell Agency, Inc. and their agents, without any reservation, to investigate my background as it pertains to employment history, educational history, licenses and information contained in public records, including, but not limited to, criminal offenses. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my employment (or contract) with the company. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant _____

Signature of Applicant _____ Date ____/____/_____ (Month, Day, Year)