Ah, if only it were this simple.
The right employment screening partner

BackTrack

When it comes to employment screening, there’s no substitute for experience.

Your background screening reports are too important to leave in inexperienced or undertrained hands. BackTrack is among the nation’s most experienced, and most respected screening firms. Our staff training is comprehensive and ongoing, our management and reporting systems are well tested and sound, our technology is cutting-edge, and our reputation for responsiveness and efficiency is unparalleled in our industry.

• Experienced
• Professional
• Flexible
• Responsive
• Fast
• Efficient

Want great service? Choose a great employment screening partner.

BackTrack’s uniquely efficient, well-managed, team-driven systems translate to exceptionally fast turnaround times. Our entire corporate culture is built around a single goal: customer enthusiasm. Whenever you have a question, you’ll get a prompt, accurate answer from a BackTrack team member who knows your account. They understand that the most important component of their job is taking care of you.

Comprehensive Capabilities

BackTrack offers an exceptionally broad menu of investigative services—from the basics to the unexpected.

Local, regional, national, and international capabilities. Search menu includes:
• Criminal Record Searches
  • County Criminal, Statewide, Federal, Civil
  • CrimeTrack Criminal Database
  • Sex Offender Searches
  • Government Database Searches Including SAM, FDA, SDN, DPL, OIG
  • Employment History
  • Business/Personal References
  • Education Verification
  • Credential Verification
  • Driving Record
  • Social Security Number Search
  • Credit Reports
  • Workers’ Compensation Claims
  • Military Records
  • Exit Interview
  • Drug Testing (Urine & Hair Analysis)

The Flexibility to do things your way.

Tell us what searches you would like us to do for your company. Tell us how you would like your reports to read, and where you would like them sent. Tell us how you would like your invoices to look. With BackTrack, your way becomes our way.

Lightning-fast online retrieval

Our secure web-based information retrieval system enables you to make faster, more confident hiring decisions. As a BackTrack client, you’ll simply log onto www.backtracker.com, and use your private password to access up-to-the-minute information on your applicants.

We do not outsource to foreign call centers.
BackTrack is pleased to announce that we have received accreditation for our background check services from the National Association of Professional Background Screeners (NAPBS).

We are proud to have earned this distinction shared by less than two percent of all screening companies. This accreditation validates our industry-leading standards in data security, consumer protection, legal compliance, integrity and professionalism. Accreditation validates your trust in BackTrack as an industry leader. It is an important seal of approval that all companies should look for when choosing a background screening provider.

Each year, U.S. employers, organizations and governmental agencies request millions of consumer reports to assist with critical business decisions involving background screening. Background screening reports, which are categorized as consumer reports are currently regulated at both the federal and state level. Since its inception, NAPBS has believed that there is a strong need for a singular cohesive industry standard and therefore created the BSAAP. Governed by a strict professional standard composed of requirements and measurements, the BSAAP is positioned to become a widely recognized seal of approval that brings national recognition to background screening organizations (also referred to as Consumer Reporting Agencies). This recognition will stand as the industry “seal” representing a background screening organization’s commitment to excellence, accountability, high professional standards and continued institutional improvement.

“The BSAAP is the industry’s primary vehicle for quality assurance, self-regulation and public accountability,” said Tracy Seabrook, CAE, executive director of NAPBS. “Developed and sustained by background screening professionals, the BSAAP reflects, reinforces, and promotes best practices, institutional ethics, and the highest standards of background screening operations.”

Any U.S.-based employment screening organization is eligible to apply for accreditation. A copy of the standard, the policies and procedures, and measurements is available at [www.napbs.com](http://www.napbs.com).
## Partners & Affiliates

### Drug Screening Integrated Partners –
Results are integrated into the background report and services are invoiced through BackTrack.

<table>
<thead>
<tr>
<th>Quest Diagnostics</th>
<th>eScreen</th>
<th>LabCorp</th>
</tr>
</thead>
</table>

### Assessment Testing –
BackTrack uses and can highly recommend the following three Assessment Testing firms:

<table>
<thead>
<tr>
<th>Pradco</th>
<th>Criteria</th>
<th>Personnel Systems</th>
</tr>
</thead>
</table>

### Applicant Tracking System Integrated Partners –
We are HRXML compliant, meaning we can integrate with your ATS. There is no charge for integration. Some of the Applicant Tracking Systems we have integrated with are:

<table>
<thead>
<tr>
<th>Taleo Enterprise Edition</th>
<th>Taleo Business Edition</th>
<th>Ascentis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultimate Software (UltiPro)</td>
<td>HrSmart</td>
<td>Newton</td>
</tr>
</tbody>
</table>

### Form I-9 Compliance and E-Verify
Form I-9 Compliance is the first federally-approved Designated Agent of the Department of Homeland Security and the Social Security Administration for Form I-9 employment verifications. Their proprietary software and service based solutions with full integration of the federal government’s Employment Verification Program (E-Verify) allow employers to quickly and accurately verify new employees’ legal right to work. They are able to check Department of Homeland Security (DHS) and Social Security Administration (SSA) databases and provide a unique DHS-issued verification number.

### Paycor Payroll Services
When you outsource your payroll, you face many choices. All payroll companies deliver checks, but Paycor Payroll Services delivers personal service and a comprehensive set of solutions.

- **Tax Filing**
- **HR Solutions**
- **Time and Attendance**
- **Retirement Services**
- **Worker’s Compensation**
- **New Hire State Filings**

### Recruiter Solutions International
In today’s competitive market, having the right person in the right position is critical to your organization. RSI’s capabilities of finding the hard-to-find are legendary. The utilization of RSI’s recruiter search teams enable you to locate those individuals with the talent you need.
Employment Screening

BackTrack provides the pre-employment screening background checks to help ensure your new employee has the potential to be an asset and not a threat.

BackTrack, one of the nation’s most experienced and respected employment screening firms, invites you to read what their customers are saying about them.

“I have never experienced such customer service. BackTrack’s willingness to change their service and products to meet our needs is great. I like everything BackTrack has done for us. From taking the time to fully understand what our needs were to making fundamental changes to accommodate it goes beyond anything I have ever experienced in my professional career. I am extremely happy with BackTrack and things having been going very well ever since we signed up.” – C. Black, HR

“I attend a number of human resources shows and conventions and always have background screening companies approaching me for business. They ask about our current screening company and try to convince me to at least test their services. I always tell them I am extremely happy with BackTrack and would never consider switching. I am certain no one would be able to provide better customer service. I really appreciate the fact that I can call in and talk to one person, and that every time I have a question I receive a quick response. I am very pleased with the services you provide to my company.

– M. Lucas, HR Director

“Our temporary agency screened an applicant through another company. When we decided to hire her as a regular employee, we ran the background check through BackTrack. The competitor stated that there were 14 counts of drug trafficking that were dismissed. BackTrack researched the same record and found that only 1 of the counts was dismissed - the others were still active. I was astounded that the competitor made such an error and I am pleased with how thorough and dependable BackTrack is!

– A. Pollack, Human Resource Manager/Recruitment

“We are really, really happy with the work you have done. We are impressed at how quickly everyone has responded to us, and it has been a real pleasure working with you.”

– S. Mennone, Recruitment and International Specialist

“I wanted to take a minute to also thank you and everyone you work with for providing excellent service! We recently began working with BackTrack and I know our department has been very impressed with both the quality of reports as well as the customer service your company provides. Unfortunately we know from experience that not all companies provide the level of service you do and I believe it really makes your company stand apart from others.”

K. Licklider, HR Generalist

Our temporary agency screened an applicant through another company. When we decided to hire her as a regular employee, we ran the background check through BackTrack. The competitor stated that there were 14 counts of drug trafficking that were dismissed. BackTrack researched the same record and found that only 1 of the counts was dismissed - the others were still active. I was astounded that the competitor made such an error and I am pleased with how thorough and dependable BackTrack is!

– A. Pollack, Human Resource Manager/Recruitment

OUR SERVICES:
BackTrack’s full suite of employment screening and assessment services include:
• Background Checks
• Drug Screening
• Form I-9/E-Verify
• Assessment Testing
• Exit Interviews

When you call BackTrack, you won’t have to go through a telephone menu system of prompts and then hear someone’s voice mail. Our company culture is to provide you with information and answers to questions by being able to talk to a key contact or any investigator that is on your screening team.

A Pre-Employment Screening Background Check Report can give your managers the critical information they need to make the best hiring decision.
## Service Descriptions

### CRIMINAL SEARCH SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUNTY</strong></td>
<td>County Records are searched at the official county repository.</td>
</tr>
<tr>
<td><strong>STATEWIDE</strong></td>
<td>Statewide records are searched at the official state repository and may only include abbreviated information regarding the convictions. Turnaround time and fees vary by state. A date of birth is required.</td>
</tr>
<tr>
<td><strong>FEDERAL</strong></td>
<td>Criminal records not found at the county or state level, including, but are not limited to, drug trafficking, embezzlement, credit/debit card fraud, mail and wire fraud, kidnapping, bank robbery, and arson.</td>
</tr>
<tr>
<td><strong>CIVIL LITIGATION</strong></td>
<td>Reveals the record of civil suits where the applicant was a plaintiff or defendant. Also shows the nature of the complaint, the status of the suit, date of filing, names of plaintiffs/defendants and whether a judgment was entered.</td>
</tr>
<tr>
<td><strong>CRIMETRACK</strong></td>
<td>These databases are where you frequently find those “hidden records”. CrimeTrack includes a 50 state Sex Offender database search, Multi-State Criminal Search, FBI Most Wanted, Government Watch &amp; Terrorist Search, and much more….all for one low price! In accordance with Fair Credit Reporting Act, CrimeTrack reports will only be offered in conjunction with a county-level verification of any records found for an additional cost.</td>
</tr>
<tr>
<td><strong>NATIONAL WANTS &amp; WARRANTS</strong></td>
<td>A National Wants and Warrants search returns any serious extraditable felony or misdemeanor wants or warrants for arrest.</td>
</tr>
</tbody>
</table>

### EMPLOYMENT SCREENING SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT BASIC</strong></td>
<td>Position - dates - reason for leaving - eligible for rehire - salary</td>
</tr>
<tr>
<td><strong>EMPLOYMENT BASIC PLUS</strong></td>
<td>BASIC questions + performance - duties - attendance - attitude - promotability</td>
</tr>
<tr>
<td><strong>EDUCATION VERIFICATION</strong></td>
<td>Verification of the applicant’s highest-level earned degree/diploma or attendance. (Verification service fees may apply)</td>
</tr>
<tr>
<td><strong>DEPARTMENT OF TRANSPORTATION D.O.T. SEARCHES</strong></td>
<td>We do basic employment verifications, D.O.T. Drug and Alcohol, and accident verifications in addition to CDLIS and PSP Searches. We have an expert D.O.T. Team that can customize a D.O.T. Package to fit your exact needs.</td>
</tr>
<tr>
<td><strong>CREDENTIAL VERIFICATION</strong></td>
<td>Federal and state licensing verification. Many times adverse action against the applicant is listed in the files. Includes license type, issuing authority, and dates of validity.</td>
</tr>
<tr>
<td><strong>BUSINESS/PERSOAL REFERENCES</strong></td>
<td>A valuable source of information about the applicant’s general image as perceived by others, such as trustworthiness, reliability, competency and integrity.</td>
</tr>
<tr>
<td><strong>SSN / NAME / ADDRESS SEARCH</strong></td>
<td>This database search is a locator index to help establish names, address, and previous addresses. The Social Security Search is helpful when doing criminal record searches. This is not FCRA compliant, therefore, should not be used for adverse action.</td>
</tr>
<tr>
<td><strong>CBSV SEARCH</strong></td>
<td>The purpose of the Consent Based SSN Verification System (CBSV) is to allow private businesses and government entities to verify that the name and SSN obtained from an applicant matches or does not match the data in SSA's records. The information is matched against SSA's Master File of Social Security Numbers (SSNs), using Social Security number, name, date of birth and gender code (if available).</td>
</tr>
<tr>
<td><strong>CREDIT REPORT</strong></td>
<td>This report contains social security number validity, payment history, bankruptcies, collection, liabilities and verify address. (Requires mandatory site visit and fee of $75.00.)</td>
</tr>
<tr>
<td><strong>WORKERS’ COMPENSATION CLAIM</strong></td>
<td>Report varies from state to state. Available post-job offer only. ADA guidelines. (Subject to State availability.)</td>
</tr>
<tr>
<td><strong>DRIVING RECORD</strong></td>
<td>Includes dates, description of violations, any suspensions or revocations. (State Mandated Services fees apply.)</td>
</tr>
<tr>
<td><strong>GLOBALTRACK</strong></td>
<td>PATRIOT ACT conforming search, which searches the Office of Foreign Control (OFAC) list of suspected terrorist entities and individuals and other “watch lists”.</td>
</tr>
<tr>
<td><strong>GOVERNMENT DATABASE SEARCHES</strong></td>
<td>Lists generated and maintained by the Federal Government: FACIS, SAM, FDA, SDN, DPL, DHHS/OIG, CFTC, and FINRA/SEC.</td>
</tr>
<tr>
<td><strong>EXIT INTERVIEW</strong></td>
<td>On-line Exit Interview Surveys. Help reduce turnover by providing accurate, objective information on why people are leaving your company.</td>
</tr>
</tbody>
</table>

### DRUG TESTING SERVICES

#### eScreen Urine Drug Test
- **5 panel** Cocaine, Opiates, Amphetamines, Phencyclidine, Marijuana
- **10 Panel** 5 panel + Barbiturates, Benzodiazepines, Methadone, Methaqualone, Propoxyphene.
- **5 panel hair testing** Up to 90 day testing for: Cocaine, Opiates, Amphetamines, Phencyclidine, Marijuana.
EMPLOYMENT VERIFICATION

***Discrepancy Found***
Status: Closed

Employer's Name: Continental Centers Company
City, State/Country: Grand Rapids, MI
Contact: Supervisor
Phone: (440) 123-4567
Stated Employment Dates: 2005 to 2013
Verified Employment Dates: 12/28/2006 to 02/28/2013 (Please note discrepancy in employment dates.)
Position: Director of Manufacturing Services
Reason for Leaving: We had a reduction in staff.
Eligible for Rehire: Yes, absolutely. You won't find a better QC Man. I would hire him back in a minute.
Unfortunately, we had a reduction and he was one of many to be let go.
Salary: $55,000/year + bonus.
Performance on Job: It was excellent. Quality Control is his best attribute. He knows TQM and teaches it. He handled our automotive accounts, especially General Motors. He had good exposure to ISO 9000; he could certify you. He had great management skills.
Duties and Responsibilities: He was responsible for the overall management of the manufacturing process in the plant.
Attendance: He was very reliable. He would work as many hours as needed to get the job done.
Attitude: It was excellent. He had a great sense of humor.
Promotable: Yes, he is definitely promotable.

REFERENCE VERIFICATION

Contact: Art Miller
Company: Continental Centers Company
Position: Plant Supervisor
Relationship: Professional, personal, length of time? Our relationship is mainly professional; however, it has developed into a workplace friendship. I have known him since he started with the company, and I last spoke with him about two weeks ago.
Status: Closed
Comments on character, honesty, dependability: He is an honest, dependable person who will put in long hours whenever necessary. There will never be any problem with him putting in the time required to complete the job.

Do you know why the applicant is seeking other employment? If Yes, please explain. I think he is looking at other opportunities. He left our company on good terms through no fault of his own due to a staff reduction. His work ethic was good, but he just did not have enough seniority for us to keep him on staff.

Would you recommend the applicant for a position? Yes, he is a dedicated person. If we had a spot here for him, he would be one of the first people I would hire back. Any company who gets him would be well-pleased with his work.

Why or why not? He is a dedicated and outstanding employee. He came up with good solutions to non-standard problems. He was an "outside the box" thinker, and I think that helped him to do well with our organization.

What are the applicant's greatest strengths he/she can bring to a new job? None, really. He will let you know when he is frustrated and will work things out in a good time frame. He likes to have a supervisor to act as a sounding board for problems, but he will help to come up with solutions.

Any weaknesses or personal problems that might keep the applicant from performing at work? None, really. He will let you know when he is frustrated and will work things out in a good time frame. He likes to have a supervisor to act as a sounding board for problems, but he will help to come up with solutions.

EDUCATION VERIFICATION

***Discrepancy Found***

Name of Institution: Ohio State University
City, State: Columbus, OH U.S.A.
Verified Attendance Dates: Fall, 1989 to Spring, 1990
Verified Degree / Diploma: None. (Applicant states a Masters in Business Administration.)
Major: Business Administration

Your applicant did receive a Bachelor of Arts Degree in Business Administration from this school in 06/1989. BackTrack's policy involving discrepancies on education verification is to have a manager contact the institution and re-verify the information that was obtained.

Database Search

Search Type: CrimeTrack Criminal and Sex Offender Database Search
Search Name: JOHN SMITH
Search Results: Completed
Country: U.S.A.

Note: This database is a multi-jurisdictional search compiled from multiple sources consisting of court records, incarceration records, prison/inmate records, probation/parole/release information and all 50 States Sex Offender Database Registries. Also included are a multitude of databases covering U.S and foreign sanctions and watch lists provided by U.S and foreign governments and international organizations. These include but are not limited to OIG - U. S Department of Health and Human Services, Office of the Inspector General - Exclusions List, System for Awards Management (SAM), The Excluded Parties List System (EPLS), General Services Administration (GSA), OFAC Specially Designated Nationals (SDN) and Blocked Persons, OFAC Sanctioned Countries including Major Cities and Ports, Non-Cooperative Countries and Territories, Department of State Trade Control (DTC) Debarred Parties, U.S. Bureau of Industry & Security, Unverified Entities List, Denied Entities List, Denied Persons List, FBI Most Wanted Terrorists and Seeking Information, FBI Top Ten Most Wanted, INTERPOL Most
## CRIMINAL/CIVIL RECORDS SEARCH

**Status:** Closed

<table>
<thead>
<tr>
<th>Type of Search</th>
<th>County Criminal Search</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Name:</strong></td>
<td>JOHN SMITH</td>
</tr>
<tr>
<td><strong>Date of Search:</strong></td>
<td>04/07/2013</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>KENT</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>MI</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>U.S.A.</td>
</tr>
<tr>
<td><strong>Search Results:</strong></td>
<td>Records found.</td>
</tr>
</tbody>
</table>

**Case Number:** D050399  
**Date Filed:** 05/15/2010  
**Name on Record:** John Smith  
**Identification:** Matched by Name, SSN and Date of Birth  
**Felony Offense:** Possession of Drugs  
**Conviction Date:** 09/15/2010  
**Disposition:** Guilty  
**Sentence:** 2 years probation, 40 hours of community service and pay court costs.

---

## CRIMINAL/CIVIL RECORDS SEARCH

**Status:** Closed

**Type of Search:** Statewide Criminal Search  
**Search Name:** JOHN SMITH  
**Date of Search:** 04/07/2013  
**County:** NA  
**State:** IL  
**Country:** U.S.A.  
**Search Results:** Records found.  

**Case Number:** 00C22345  
**County:** COOK  
**Date Filed:** 05/19/2005  
**Name on Record:** JOHN SMITH  
**Identification:** Matched by Name and Date of Birth  
**Felony Offense:** Drug Abuse  
**Misdemeanor Offense:** Possession of drugs  
**Conviction Date:** 09/15/2005  
**Disposition:** GUILTY  
**Sentence:** 30 DAYS INCARCERATION; 1 YEAR PROBATION.
### DRIVING VERIFICATION

**State:** Michigan  
**Search Results:** Records Found.  
**Status of License:** VALID.  
**Date of Search:** 04/08/2013

**Michigan Driver Record - BR549**  
**Order Date:** 04/07/2013  
**Host Used:** Overnight  
**License:** xxxxxxxxxxxxxxxxxxxxxx  
**Name:** SMITH, JOHN  
**Report Clear:** NO

**Status:** SEE BELOW

<table>
<thead>
<tr>
<th>TYPE</th>
<th>VIOL</th>
<th>CONV</th>
<th>ACD</th>
<th>AVD</th>
<th>V/C</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIOL</td>
<td>05/31/06</td>
<td>06/28/06</td>
<td>S00</td>
<td>AA01</td>
<td>000</td>
<td>SPEEDING</td>
</tr>
<tr>
<td></td>
<td>LOCATION/DOCKET: DETROIT</td>
<td>PTS: 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIOL</td>
<td>03/12/08</td>
<td>04/03/08</td>
<td>N00</td>
<td>AA01</td>
<td>000</td>
<td>FAILURE TO YIELD ENTERING HIGHWAY</td>
</tr>
<tr>
<td></td>
<td>LOCATION/DOCKET: GRAND RAPIDS</td>
<td>PTS: 2</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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### DRUG TESTING

**Test Type:** Urine-5 Drug Panel  
**Drugs Tested For:** Cocaine, Opiates, Amphetamines, PCP, Marijuana.  
**Date Collected:** 04/07/2013  
**Date Received:** 04/08/2013  
**Date Reported:** 04/09/2013  
**Certified By:** James A. Callahan, Ph.D.  
**Urine Results:** Cocaine/Metabolite Positive

**Status:** Closed

---

### WORKER'S COMPENSATION CLAIMS

**State:** FLORIDA  
**Number of Claims:** 1  
**Claim No:** 07-12345  
**Date Of Injury:** 12/14/2007  
**Employer:** Continental Centers Company  
**Type Of Injury:** Spiral Elbow/Forearm  
**Status:** Allowed

**Status:** Closed

---

### CREDENTIAL VERIFICATION

**State:** Michigan  
**Status:** Closed

You agree that your request for this report is permitted by law and that you intend to use the report only for a purpose permitted by the Fair Credit Reporting Act and local law and no other purpose. Before taking adverse action based on the information in this report, the FCRA requires you to provide the applicant with a copy of this report, along with a written description of the applicant’s rights under the FCRA. Your company has been provided with a copy of the applicant’s rights statement for this purpose. This report is based upon observation and information provided to us. For the fee charged, we do not assume any liability arising out of the use of this report by you or others. You or any user of this report agree to hold us harmless from any liability arising from the use of this report.
Social/Name/Address History Search

Search Type: Social/Name/Address History Search
Search Result: Your applicant's name and social security number match the information provided.
State Issued: SSN IS VALID. ISSUED IN OH
Year Issued: ISSUED IN THE YEAR 1973-1975

JOHN SMITH  
***-***-1227  
5708 CANYON RIDGE DR  
GRAND RAPIDS, MI  
KENT COUNTY  
07/2009 to 04/2013

JOHN SMITH  
***-***-1227  
3888 OHIO ST  
CHICAGO, IL 60637  
COOK COUNTY  
04/1999 to 06/2009

You agree that your request for this report is permitted by law and that you intend to use the report only for a purpose permitted by the Fair Credit Reporting Act and local law and no other purpose. Before taking adverse action based on the information in this report, the FCRA requires you to provide the applicant with a copy of this report, along with a written description of the applicant’s rights under the FCRA. Your company has been provided with a copy of the applicant’s rights statement for this purpose. This report is based upon observation and information provided to us. For the fee charged, we do not assume any liability arising out of the use of this report by you or others. You or any user of this report agree to hold us harmless from any liability arising from the use of this report.