

# Application Verification's Guide to Service

## Application Verification Service Overview:

- Superior Data and Screening Technology
- Outstanding Customer Support
- Decision-Making Made Easy
- Certified Human Resource Professionals
- Most Accurate and Current Information
- Fast Turnaround Times
- Web-Based Screening Platform
- Easy-To-Read Reports
- Comprehensive Quality Control Process



[www.applicationverification.com](http://www.applicationverification.com)  
Toll-free: 1-855-581-7875

Application Verification offers a broad array of products and services and is continually expanding these offerings to meet our clients' needs. A variety of methods are used in order to collect the most accurate information in the fastest way possible.

Application Verification operates under strict compliance of the Fair Credit Reporting Act (FCRA). Application Verification has taken extensive measures to ensure that high standards of quality control are met, if not exceeded, in all products delivered to our clients.

To Get Connected with Application Verification, please complete the following 3 Step Enrollment process:

**1. Contact Us.** Contact Application Verification's team at 1-855-581-7875 or email [info@applicationverification.com](mailto:info@applicationverification.com)

**2. Learn About Our Services.** Discuss your needs and develop a screening package customized to your company's requirements

**3. Get Connected.** Complete Application Verification's online system training and begin entering screens

### Background Screening Services

#### Contractor Verification

This service provides employers the ability to conduct criminal history and credit checks on contractors and sub-contractors. As a company, it is important to hold your extended workforce to the same standards as your employees. Application Verification has made the process for contractors and sub-contractors simple and easy to understand.

#### County Criminal Searches

County Criminal Record Searches are available in over 3,300 county courthouses across the United States, and are conducted in superior, upper, lower, and/or municipal court records as publicly available. These searches are used to determine if a candidate has a felony, misdemeanor or infraction offense within a specific county. Completed reports contain legally reportable information, and typically include: date of arrest, date of filing, charges, level of charges, disposition date, final disposition, and any applicable sentence or penalty. Application Verification prides itself on providing a national network of county criminal researchers that understand the need for accurate information provided in a timely manner. Application Verification's Program Specialists conduct strict quality control procedures on each criminal record before it is reported back to our clients.

#### Credit Reporting

Credit Reports are valuable because they can offer insight into a potential candidate's reliability and provide a sense of their personal responsibility. Credit Reports include derogatory credit information, public filings, such as bankruptcies, liens and judgments. Credit Reports also include account standing with creditors and previous address history.

#### Department of Motor Vehicle (DMV) Reports

Department of Motor Vehicle Checks, also known as a Motor Vehicle

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Records, show a comprehensive overview of a candidate's driving history. Reviewing a potential candidate's Motor Vehicle Record is an important search for those required to operate a company or personal vehicle for business purposes. Records highlight driving history over the past 3-7 years and are available in all 50 states and Washington D.C. Reports include all personal identifiers as well as offenses and citations. DMV Checks search Standard Motor Vehicle Records, Commercial Driver's License Information Systems, the National Driver's Registry, and the Department of Transportation Driver's Records.

## Employment Verification

Our Program Specialists verify the information on your potential candidate's resume. This information includes dates of employment, starting and ending positions and salaries, reason for termination, and eligibility for re-hire.

## Educational Validation

Education history is the most commonly falsified information on resumes and job applications. Educational Validation assists human resource professionals in making the correct hiring decisions based on educational history. An Educational Validation confirms school(s) attended, diplomas, degrees and certificates awarded, dates of attendance, and additional information as available.

## Federal Criminal Searches

Federal Criminal Searches identify criminal activity prosecuted through the federal court system. Criminal activity tried in Federal District Courts typically involves violations of the Constitution or other federal law to include tax evasion, embezzlement, bank robbery, kidnapping, mail fraud and other federal statute violations. Because federal criminal convictions do not appear in state or county felony and misdemeanor court record searches, a federal district search is necessary, to determine if such records exist.

## I-9 Verification

The I-9 Verification process has many benefits. These benefits include a simplified way to validate if a potential candidate's social security and/or immigration documents are valid, in turn decreasing human errors in completing I-9 Forms in a cost-effective process.

## Multi-State Criminal Search

Multi-State Criminal Searches are a valuable complement to a thorough criminal records search. National Criminal Searches are databases comprised of millions of records from County Courthouses, State Departments of Corrections, State Record Repositories, Probation Departments, Townships, and Sex Offender Registries. Multi-State

Criminal Searches are only offered in conjunction with county criminal record investigations to confirm any convictions. Our Program Specialists review each criminal record before it is reported to the client. All felony and misdemeanor charges are subject to a thorough investigation.

## Sex Offender Registry Check

The Sex Offender Registry Check is useful for identifying potential candidate's past sex offense crimes and is useful for individuals who will interact with sensitive populations, to include those who will be employed in Education, Health Care, and Non-Profit Industries. By performing a Sex Offender Registry Check on potential candidates, your company's risk of workplace violence and potential negligent hiring or retention lawsuits is reduced. Our Program Specialists will thoroughly review derogatory reports on potential candidates' criminal records before they are reported to your company.

## Social Trace

Any effective FCRA-compliant criminal background check begins with a Social Trace because it is used to identify a potential candidate's residency for the past seven years. This directs our Program Specialists to which court jurisdictions need to be researched for criminal records. The Social Trace provides any alias names associated with that social security number, as it is important to check the same courts with all relevant alias names.

## Department of Transportation (DOT) Compliance Program

Maintaining compliance with the Department of Transportation's regulations can be time consuming and very difficult to complete on your own. With Application Verification's DOT Compliance Program, we solve this issue by maintaining all Driver Qualification and Substance Abuse records electronically. These files contain all aspects of the driver qualification and substance abuse screening requirements, and can be accessed with ease by visiting our ProVerify online web platform. We provide a nationwide network of providers to complete all DOT requirements within the Driver Qualification and Substance Abuse BASICS and assist in scheduling driver screening services.

Application Verification's DOT Compliance Program provides assistance in fulfilling the requirements of both the Driver Qualification and Substance Abuse Screening BASICS. Our services fulfill the following requirements:

- Criminal Records Investigations
- Work History Verification
- 50 State DMV Check
- Medical Surveillance
- Substance Abuse Screening
  - Pre-Employment
  - On-site Testing
  - Post-Accident Testing
  - Random Testing
  - Reasonable Cause Testing
  - Return to Duty Testing
- The ability to become part of a consortium



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## Drug and Health Screening

Application Verification's drug and alcohol screening solutions are designed to meet your company's objectives, regulations, and drug-free workplace requirements for health, safety, and fitness standards. Whether it is for pre-employment, random employee screening, post-accident, or DOT compliance, we have a solution for you! We offer easy, online access to the results and report them along with your background search information with real-time monitoring.

The following drug screening collection methods are offered:

- Urinalysis
- Oral Swab
- Hair Follicle

The following health screenings are offered:

- Pre-employment Physicals
- Medical Surveillance Testing
- Functional Capacity Testing
- DOT Pre-placement/ Recertification Physicals
- Vision and Hearing Testing
- OSHA Respirator Questionnaire
- PFT - Pulmonary Function Testing
- Respirator Fit Test
- Blood Lead/ ZPP Whole Blood Testing

## Vendor Management Screening

### Achieve Screening Consistency

With our multi-level management system, we further enhance the process of organizing internal information. Our multi-level management system within Application Verification's ProVerify system enables each branch, division, or company to order and maintain its own system, while allowing the overhead management (Program Administrator) to view analysis reports and directly oversee processes. The ability for the management to oversee its contractors and supervise the screening process facilitates efficiency, eliminates undesirable paperwork, and promptly organizes all of your screening and auditing objectives.

### Transition Without Trauma

Application Verification's Vendor Management Program delivers a consistent screening program that allows for easy program implementation by making the transferring of data a streamlined

process. Our simple order entry process allows for both employer and applicant driven data entry. This allows for the entry process to be completed by multiple sources and assists in maximized participation. All screening information is kept in specific files dedicated to each candidate or business, which allows for quick and easy reference points.

## Manage Extended Workforce Risk

One of the best features about Application Verification is that Individual Reporting makes audits easy. Program Administrators will receive the exported spreadsheet of every individual who was screened that month. Each screened employee will have their own file with their complete history of performed screens. You will have a comprehensive track of each employee or vendor's screens for your records. You can easily prove to other personnel or auditing agencies that you keep consistent and organized records of each individual.

## Energy Industry

Considerable progress has been made in the hydraulic fracturing of Marcellus gas resources in Southwestern Pennsylvania. The proven technology of hydraulic fracturing is the key to unlocking our nation's growing 100-year supply of clean-burning natural gas. With these advancements, the need is overwhelming to find qualified employees to offset the rapid growth of gas production. Through the Department of Transportation (DOT) and the Occupational Safety and Health Administration (OSHA), specific screening requirements have been set forth.

Application Verification's Energy products and services are designed to solve the current bottleneck of the overwhelming need to hire qualified candidates. Our process will mainstream the hiring process and make it fully integrated on web-based solutions and allow for real-time reporting and hiring. Our system allows human resources professionals to enter applicant information, request orders, and receive reports within the same platform.

The following services are available for the DOT Industry:

- Criminal Records Investigations
- Nationwide Background Investigations
- Human Performance Evaluations
- DOT Compliance Qualification Testing
- Substance Abuse Screening
- Pre-employment Physicals
- Motor Vehicle Records Examination
- Education and Credential Verification
- Employment History Verification
- Current Employer Verification
- Credit History Examination
- Professional Reference Checks
- Worker's Compensation History
- OSHA Safety Training



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