

8850 Tyler Blvd., Mentor, OH 44060 (440) 205-8280 (800) 991-9694 FAX (440) 205-8355 www.backtracker.com

To: Mr. Joseph Kidwell

Client: XYZ Company

Location: Ironside, OH

Fax: (440) 123-4567

Client Id: 1392-969

NAME: JOHN SMITH

S. S. NO.: xxx-xx-1227

Control Id: 105820

Client's Ref.No. 126

Client EMail: lori@backtracker.com

**Report notes: This is a BackTrack Sample Report.****Returned Report Log:**

Date Sent	Report Status	Report Status Notes
10/07/2015	In Progress	
10/08/2015	Closed	

**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 2015

Verified Employment Dates: 12/28/2006 to 02/28/2015 (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****Status: Closed****Contact:** Art Miller**Company:** Continental Centers Company**Position:** Plant SupervisorRelationship: Professional, 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.  
personal, length of time?

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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? Why or why not?	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.
What are the applicant's greatest strengths he/she can bring to a new job?	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.
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\*\*\*****Status: Closed**

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

**Database Search****Status: Closed**

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

**Note:** Please note this database covers the previous 10 years. 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

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.

Information, FBI Top Ten Most Wanted, INTERPOL Most Wanted List, Bank of England Sanctions List, OSFI - Canadian Sanctions List, United Nations Consolidated Sanctions List, Politically Exposed Persons List, European Union Terrorism List, and World Bank Ineligible Firms.

**CRIMINAL/CIVIL RECORDS SEARCH****Status: Closed**

*Please note that a County Search does not include Federal Crimes or Civil Litigation.*

**Type of Search: County Criminal Search****Search Name: JOHN SMITH**

Date of Search: 10/07/2015

County: KENT

State: MI

Country: U.S.A.

**Search Results: Records found.**

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**

ConvictionDate: 09/15/2010

Disposition: Guilty

Sentence: 2 years probabtion, 40 hours of community service and pay court costs.

**CRIMINAL/CIVIL RECORDS SEARCH****Status: Closed****Type of Search: Federal District Search****Search Name: JOHN SMITH**

Date of Search: 10/08/2015

District: WESTERN DISTRICT OF MICHIGAN

State: MI

Country: U.S.A.

**Search Results: No records found matching the identifiers provided by your candidate.****CRIMINAL/CIVIL RECORDS SEARCH****Status: Closed****Type of Search: Federal District Search****Search Name: JOHN SMITH**

Date of Search: 10/08/2015

District: NORTHERN DISTRICT OF ILLINOIS

State: IL

Country: U.S.A.

**Search Results: Records found.**

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Case Number: xxxxxx  
 Date Filed: 01/16/2010  
 Name on Record: John Smith  
 Identification: Matched by name and age  
**Felony Offense:** Conspiracy to commit insurance fraud  
 ConvictionDate: 01/03/2011  
 Disposition: Guilty  
 Sentence: 3 years probation, pay \$141,815.98 restitution, pay fines and costs

**CRIMINAL/CIVIL RECORDS SEARCH****Status: Closed**

*County courts report records into their Statewide repository. Please be aware that the reporting time frame on these records can and will vary from the county into the state. Also note that a Statewide Search does not include Federal Crimes or Civil Litigation.*

**Type of Search:** Statewide Criminal Search  
**Search Name:** JOHN SMITH  
 Date of Search: 10/07/2015  
 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  
 ConvictionDate: 09/15/2005  
 Disposition: GUILTY  
 Sentence: 30 DAYS INCARCERATION; 1 YEAR PROBATION

**DRIVING VERIFICATION****Status: Closed**

**State:** Michigan  
 D. L. Number: xxxxxxxx3456  
 Search Results: Records Found.  
 Status of License: VALID.  
 Date of Search: 10/08/2015  
 BACKTRACK, INC.  
 44060  
 Michigan Driver Record - BR549  
 Reference:155094  
 License: xxxxxxxxxxxxxxxxxxxxxxxx  
 Name: SMITH,JOHN  
 STATUS: SEE BELOW

8850 TYLER BLVD. MENTOR, OH  
 Order Date: 10/08/2015  
 Host Used: Overnight  
 Report Clear:NO

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.

## Violations/Convictions And Failures to Appear And Accidents

TYPE VIOL	CONV	ACD	AVD	V/C	DESCRIPTION
VIOL 05/31/14	06/28/14	S00	AA01	000	SPEEDING LOCATION/DOCKET: DETROIT PTS: 2
VIOL 03/12/13	04/03/13	N00	AA01	000	FAILURE TO YIELD ENTERING HIGHWAY LOCATION/DOCKET: GRAND RAPIDS PTS: 2

**WORKER'S COMPENSATION CLAIMS****Status: Closed**

**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

**CREDENTIAL VERIFICATION****Status: Closed**

**Credential Type:** Pilot  
**Date Of Issue:** June 10, 1991  
**State Of Issue:** FL  
**License No:** 0012345  
**Date Of Expiration:** June, 2017  
**Disciplinary Action:** None

**SOCIAL/NAME/ADDRESS HISTORY SEARCH****Status: Closed**

**Search Type:** Social/Name/Address History Search  
**Search Result:** Information Matches  
**State Issued:** SSN IS VALID. ISSUED IN OH  
**Year Issued:** ISSUED IN THE YEAR 1985-1987