



***We get it right. You get it fast.***

## **Online Ordering, Status Checking and Viewing of Final Screening Reports**

Each AccuSearch client is provided a unique user ID and password enabling 24/7 access to the company's secure, online background screening information system where they are able to enter new screening orders, check the status of screens in progress or view final reports anytime, day or night. Here's how you can check it out for yourself:

1. Visit [www.AccuSearch.biz](http://www.AccuSearch.biz) and click on "Screening Client Login"
2. Enter "example" as your user name and "12345" as your password
3. To view a report, simply:
  - click on the "Applicants" tab;
  - enter @ in the "Applicant ID" box (or search by date, last name, recruiter or SSN);
  - click on the "Applicant ID" number.

A simple color coding system makes AccuSearch reports especially easy to read.

- Red indicates that a record has been **FOUND** or that information found does **NOT** match that provided by the applicant.
- Yellow indicates a **PARTIAL** match between information found and that provided.
- Green signals **CLEAR**, indicating that our search failed to uncover any records or inconsistencies vis-à-vis information provided.

New orders can be placed simply by clicking "New Order" beneath the "Home" tab.

A sample screening report follows.



Phone: (602) 249-3466  
Fax: (602) 249-0821

2338 West Royal Palm Road  
Suite J  
Phoenix, AZ 85021-9229

## **CONFIDENTIAL REPORT**

**Prepared for:** Example Company  
**Reference Number:** 200405040000162

**Date Requested:** 5/4/04

**Date Printed:** 6/14/04

### **Background Investigation**

**Subject:** Doe, John E  
**Address:** 4558 E. Janet Drive  
Phoenix, AZ 85001

**Requested by:** Example Company  
**Prepared by:** AccuSearch, Inc.

**SSN:** 123-45-6789  
**DOB:** 12/31/70

### **Summary**

**Report Type:** Pre-Employment

**Court Search(es):** Record found - SEE BELOW

**Employment Verification:** Not Confirmed or Partial Confirm - SEE BELOW

**Education Verification:** Not Confirmed or Partial Confirm - SEE BELOW

**Drug Verification:** Record found - SEE BELOW

## Court Search

**Court Type:** County Criminal

**Jurisdiction:** Maricopa County AZ

**Found**

**RA Comments:** The following conviction information was found for the criteria given.

COURT: PINETOP/LAKESIDE JC

CASE#: CR-20031308

FILE DATE: 04/24/2003

OFFENSE DATE: 04/23/2003

OFFENSE: COUNT 1: TAKE WILDLIFE WITHOUT VALID LICENSE

COUNT 2:FAILURE TO APPEAR

CASETYPE: MISDEMEANOR

FINAL CHARGES: COUNT 1: TAKE WILDLIFE WITHOUT VALID LICENSE

COUNT 2:FAILURE TO APPEAR

SENTENCE: FINE OF \$ 150.00

SENTENCE DATE: 07/08/2003

DISPOSITION:FOUND GUILTY; FINE PAID;CASE CLOSED

VERIFIED BY: DOB AND NAME

## Education

**NOT**

St. Johns University

	<b>Applicant Supplied Info</b>	<b>Verified Info</b>
<b>Degree:</b>	AA	None
<b>Major:</b>	Art	Art
<b>Graduation Date:</b>	4/16/98	NA
<b>Student Number:</b>		NA

**RA Comments:**

Information verified by Henry Swinkler/Registrar

Applicant did not graduate.

## Employer

**Clear**

Wunderlich & Company

	<b>Applicant Supplied Info</b>	<b>Verified Info</b>
<b>Employment Dates:</b>	2/7/02 - 5/4/04	2/7/02 - 5/4/02
<b>Position:</b>	Manager	Manager
<b>Supervisor:</b>	Gerald Wunderlich	Gerald Wunderlich
<b>Salary:</b>	\$25,000/Year	\$25,000/Year

**RA Comments:** The applicant's employment is confirmed.

Information Verified by: John Holsworth/HR Manager

Manager rates applicant as a 10 (1-10) in performance.

**Partial**

Kennedy Galleries

**Applicant Supplied Info**

**Verified Info**

**Employment Dates:**

1/5/00 - 1/15/02

1/5/01 - 1/15/02

**Position:**

Assistant Manager

Sales Representative

**Supervisor:**

NA

**Salary:**

\$20,000/Year

\$18,000/Year

**RA Comments:**

Information verified by Joan Applewood/HR

Note: Title differs-Sales Representative; Salary differs

**Clear**

Dillards

**Applicant Supplied Info**

**Verified Info**

**Employment Dates:**

2/10/95 - 1/5/99

2/10/95 - 1/5/99

**Position:**

Sales Associate

Sales Associate

**Supervisor:**

John Crow

NA

**Salary:**

\$15,000 per Year

NA per NA

**RA Comments:** The applicant's employment is confirmed.

Information Verified by: Tom Silverstone/HR Assistant

Assistant rates applicant a 9 (1-10) in performance.

**Drug**

**Found**

**Date Tested:** 4/6/04

**Test Name:** 5 Panel

**Date Ordered:** 4/6/04

**Testing Co.:** Quest Diagnostic

**RA Comments:** Record found for criteria given.

Information verified by Dr. London/Qwest Labs.

Applicant has tested positive for the following:

Marijuana Metabolites

**Department of Motor Vehicles**

**AKA NAME:** (Exact name as it appears on License):

**Clear**

**LC #:** A1234567

**DOB:** 12/31/70

**Issuing State:** AZ

**RA Comments:** The DMV Report confirmed the license is SUSPENDED.

**Social Security Verification**

**Clear**

**Years:** 7

**Date Ordered:** 5/4/04

**Issuing State:** NY

**SSN #:** 123-45-6789

**RA Comments:** The SSN Trace matches the information provided by this individual.

**AKAName**

**Phone**

**Phone Location:** Home

**Phone Number:** 602-249-3466

**Phone Number Ext:**

**E-Mail**

**E-Mail Address:** sarruda@accusearch.biz