

# CHECK ME OUT!

## Helpful Background Check Terms and descriptions

The Wall Street Journal said that **34%** of all application forms contain outright lies about experience, education and the ability to perform essential functions of the job.  
(Source: The Cedalius Group)

**53%** of all job applications contain inaccurate information.  
(Source: Society of Human Resources Management)

More than **70%** of substance abusers hold jobs; one worker in four, ages 18 to 34, used drugs in the past year; and one in three knows of drug sales in the workplace.  
(Source: American Council on Drug Education)

## The **411** on the most common background check terms

### Identity Verification

- Who is your candidate, really?  
Name, Date of Birth, Social Security Number, U.S. work authorization, etc.
- Where has the individual lived and worked?  
Are there any identity inaccuracies on the candidates resumé?

### Criminal Background

- Has the individual been convicted of a crime at county, state or federal level? Is the individual a sex offender?
- Given the worst case scenario, would hiring the individual be considered negligent hiring?

### Resumé Verification

- Did the individual accurately report their educational & professional history?
- Does the individual have the appropriate degree or credentials for the job?
- Will education be a big factor in the overall performance of the job?

### Driving History

- Does the individual have a valid driver's license?
- Is the individual a "high risk" driver?
- Does the individual have multiple motor vehicle violations or been in car accidents?
- Does the individual have current out-standing tickets?

To learn more about HR support and current HR topics contact Chris Cooley at 855-538-6947 Ext. 108 or email [ccooley@myhrconcierge.com](mailto:ccooley@myhrconcierge.com)

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