

## **Reciprocal Background Requirements**

\*\*\*Background must be submitted in its entirety and have been processed within the last 12 months. Background report must be submitted with the attached consent form.\*\*\*

Completely redacted reports will not be accepted. Please make sure each report has the applicant's full name, DOB and the last four of their SSN. Reports cannot be accepted without this information.

Please register for the Reciprocal Background you want through SNAP; the fee is \$10.

### **Instructions for submitting reciprocal background report(s)**

If your employee has a current background check either processed by TVTC (please contact the Personnel Screening Dept to confirm) or an accredited background vendor, please register for the reciprocal background you want in SNAP registration then submit a copy of the background check, as well as assigned consent form. Forms may be submitted by email, fax or uploaded to the portal.

If the background is approved, the Reciprocal will be graded a 100 based on date of completion on the submitted report. Reciprocal backgrounds are good for one year from that date.

If the background does not meet criteria, the TVTC Personnel Screening Department will contact the company DER (Designated Employer Representative) by email.

## Reciprocal Background Consent Form

The information obtained in the form of background reports and/or investigative reports conducted by (Your Employer) \_\_\_\_\_ through an accredited consumer reporting agency is being submitted for review to TVTC. I, ( print your name) \_\_\_\_\_ hereby consent to the review of my background report by the Personnel Screening Department at Tennessee Valley Training Center, Inc for reciprocal consideration of the background requirement.

The types of information that may be obtained include but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources.

If adverse action is taken resulting from information obtained, in whole or in part, from consumer reports and/or investigative reports from a consumer reporting agency, you will have the option to receive a copy of the report from the consumer reporting agency that processed the report.

*Any pre or post adverse action letters are the responsibility of the contractor as the 'End User' per the Fair Credit Report Act.*

*TVTC does not make employment determinations. TVTC follows all applicable state and federal laws set forth by the FCRA.*

Signature \_\_\_\_\_ Date \_\_\_\_\_